

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

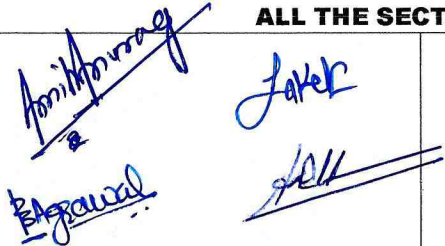
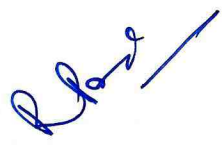
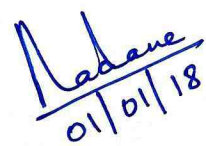
**PROCESS
MANUAL**

**PHYSICAL
EDUCATION**

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PHYSICAL EDUCATION MANUAL**

PE/A	INDEX OF WORK PROCEDURE	Page: 01 / 01
REF. Clause: 4.4, 7.5.2		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

Process No.	Title	Rev. No.	Date	Clause	Page
PE/A	Index of Work Procedures	00	01/01/2018	4.4, 7.5.2	01
PE/B	Revision Sheet	00	01/01/2018	7.5.2	02
PE/C	List of Documents	00	01/01/2018	7.5.2	03
PE/D	Organization Structure	00	01/01/2018	5.3	05
PE/E	Responsibilities	00	01/01/2018	5.3	06
PE/F	Quality Objectives	00	01/01/2018	6.2.1, 6.2.2	07
PE/PR/01	Operations	00	01/01/2018	8.1	08
PE/PR/02	Internal Communication	00	01/01/2018	5.2.2, 7.3, 7.4, 8.2.3	09
PE/PR/03	Internal Audit, Corrective Actions	00	01/01/2018	9.2, 10.2, 10.3	10
PE/PR/04	Processes	00	01/01/2018	4.4,8.1	11

ALL THE SECTIONS IN THE MANUAL PE/A TO PE/PR/04 ARE		
		
PREPARED BY Head Physical Education Prof. Saket Kanetkar Prof. Puja Agrawal Prof. Ashish Urade	REVIEWED AND APPROVED BY PRINCIPAL	ISSUED BY MR

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PE/B	REVISION SHEET	Page: 01 / 01
REF. Clause: 7.5.2		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

WP No.	Issue No./Rev. No.	Date of Revision	Nature of Change	Approved By
All	00/00	15/10/2004	Original Issue	Principal
All	00/01	01/07/2016	Change in entire Manual	Principal
All	01/00	01/01/2018	Revised Standard Issue	Principal

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PE/C	LIST OF DOCUMENTS	Page: 01 / 02
REF. Clause: 7.5.2		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

Doc. No.	Title	Ref Clause.	Master Copy	Controlled Copy
Internal Documents				
--	Process Manual		MR	HOD
--	Quality Manual		MR	HOD
PE-01	Sports Calendar of University	6.2	HOD	----
PE-02	Calendar of sports events at college	6.2	HOD	Display
PE-03	Calendar of NSS events at college	6.2	Program officer NSS	Display
PE-04	Infrastructure and facilities	7.1.3	HOD	----
PE-05	Budget and Expenditure (Sports)	8.1, 6.2.2	HOD	----
PE-06	Budget and Expenditure (NSS)	8.1, 6.2.2	HOD	----
PE-07	Student Committee Sports	5.3	HOD	----
PE-08	Student Committee NSS	5.3	HOD	----
PE-09	University Representation	9.1.3	HOD	----
PE-10	Intercollegiate Representation	9.1.3	HOD	----
PE-11	Sports performance report a) Inter-collegiate b) Private tournaments	9.1.3	HOD	----
PE-12	Women participation and performance	9.1.3	HOD	----
PE-13	Intra-mural sports activities a) Boys events b) Girls events c) Championship record	9.1.3	HOD	----
PE-14	Invitational tournaments / events organized by Dept.	9.1.3	HOD	----
PE-15	Course File	7.5.1	HOD	----
PE-16	Attendance Register a) Teaching b) Non-Teaching	7.5.1	HOD	----
PE-17	Sports material issue register	7.5.1	HOD	----

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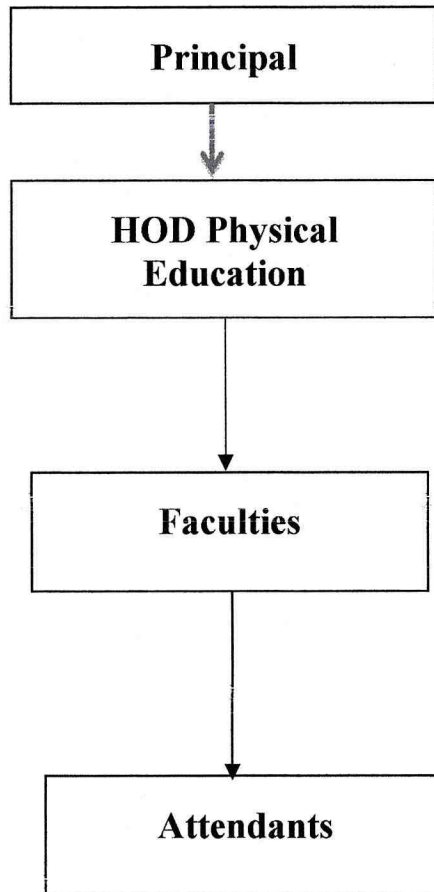
PE/C	LIST OF DOCUMENTS	Page: 02 / 02
REF. Clause: 7.5.2		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

PE-18	Faculty Publications	8.3	HOD	----
PE-19	NSS awards and recognition	9.1.3	HOD	----
PE-20	NSS activities record	9.1	HOD	----
PE-21	Quality Objective Status	6.2	HOD	----
PE-22	Internal communication	5.2.2,7.3,7.4,8.2.3	HOD	Display
PE-23	Internal Audit Record	9.2,10.2,10.3	MR	HOD
PE-24	Stock book	7.1.5	HOD	----
PE-25	Stock Verification File	7.1.5, 9.2	AO	HOD

Record Disposal: Dispose of the records by burning after the retention period which is of 5 years is over

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PE/D	ORGANISATION STRUCTURE	Page: 01 / 01
REF. Clause: 5.3		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018



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PE / E	RESPONSIBILITY	Page: 01 / 01
REF. Clause: 5.3, 4.4.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

Responsibilities of Faculties of Physical Education and Program Officer NSS

01	To coach and organize various sports and NSS events for all students
02	To maintain list of participation for various events.
03	To administrate and supervise various sports activities of the college.
04	To supervise and organize National Days.
05	To develop personality skills in students.

Responsibilities of Attendant

01	To prepare ground for various tournaments.
02	To maintain issue registers.
03	To display notices on notice board.

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PE / F	Quality Objectives	Page: 01 / 01
REF. Clause: 6.2		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

No.	Process Stage	Process Owner	Output
01	Quality Objectives are: 1. To enhance the student participation in physical education and sports. 2. To bring the intercollegiate teams at top 3 positions in RTMNU.	Head Physical Education	PE-21
02	Review the status and update the same in Quality Objective Status. Determine the targets for the academic year and record it.	Head Physical Education	Quality Objective Status PE-21
03	At the end of the period, review the status against the set target. In case of non-fulfillment of targets, analyze and identify the causes of failure. Take necessary corrective actions. Implement and consider the same during the next period.	Head Physical Education	PE-21

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PE/PR/01	Operations	Page: 01 / 01
REF. Clause: 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

No.	Process Stage	Process Owner	Output
01	A) To display sports calendar and organize various events accordingly.	Head Physical Education	PE-02
	B) To display NSS calendar and organize various events accordingly.	Program Officer NSS	PE-03
02	A) To select core committee for sports events.	Head Physical Education	PE-07
	B) To select core committee for NSS events.	Program Officer NSS	PE-08
03	A) To conduct & organize various sports events as per the calendar	Head Physical Education	PE-09 to PE-14
	B) To conduct & organize various NSS events as per the calendar	Program Officer NSS	PE-19, PE-20
04	A) To prepare a record of various sports events	Head Physical Education	PE-09 to PE-14
	B) To prepare a record of various NSS events	Program Officer NSS	PE-19, PE-20

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PE/PR/02	INTERNAL COMMUNICATION	Page: 01 / 01
REF. Clause: 5.2.2,7.3,7.4,8.2.3		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

No.	Process Stage	Process Owner	Output
01	During each semester, faculty and all sports secretary meetings are held at least twice in a semester to discuss, to plan and to make fixtures for intra mural (Inter branch Sports Cup) events of the college.	HOD	PE-22
02	Students are communicated by displaying the notice on each branch notice board regarding upcoming university events, college sports events, selection trails for college teams etc.	HOD	PE-22

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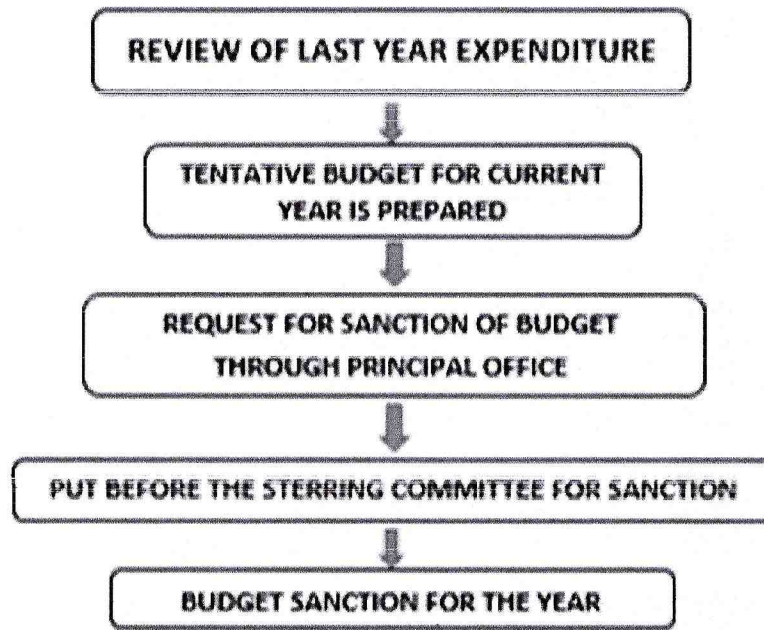
PE/PR/03	INTERNAL AUDIT	Page: 01 / 01
REF. Clause: 9.2,10.2,10.3		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	As per the audit plan, conduct the internal audit every Three months and Surveillance audit every Nine months.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	HOD	QMS-05

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PE/PR/04	Processes	Page: 01 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

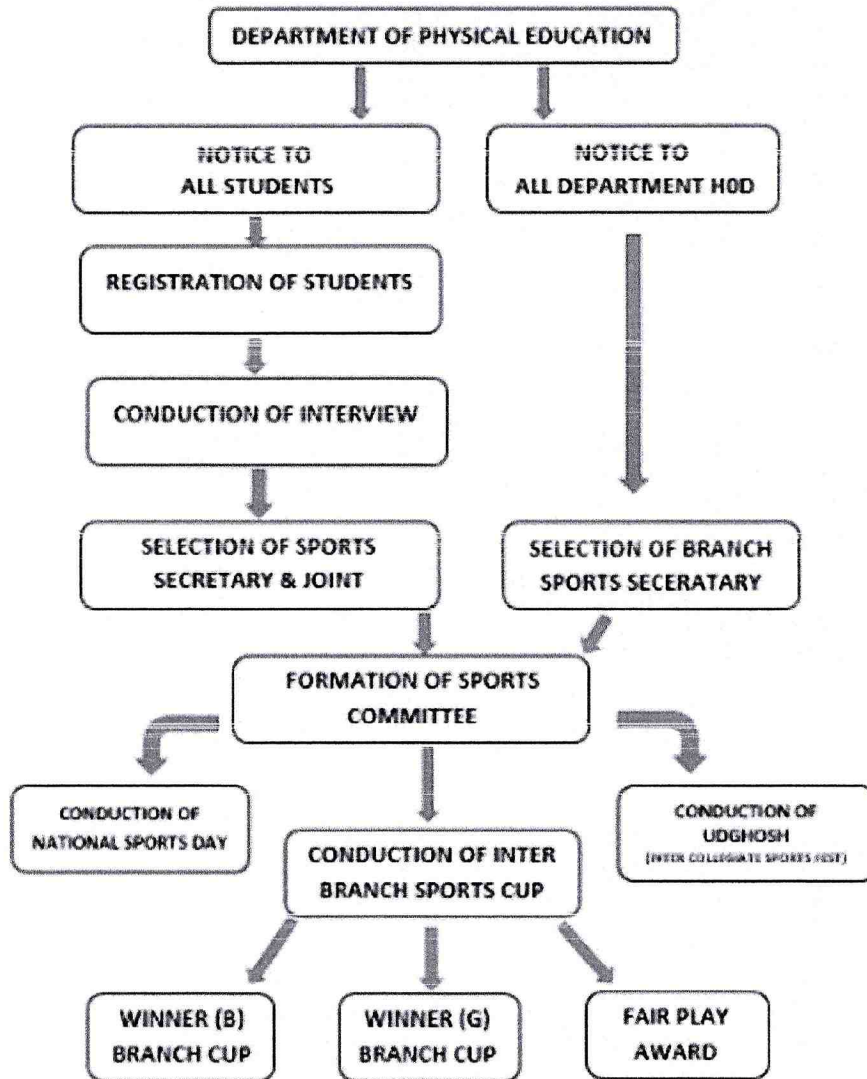
SANCTION OF SPORTS BUDGET



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PE/PR/04	Processes	Page: 02 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

**PROCEDURE FOR SELECTION OF SPORTS SECRETARY, BRANCH SPORTS
SECRETARY, INTRA MURAL ACTIVITY AND CONDUCTION OF SPORTS EVENTS**

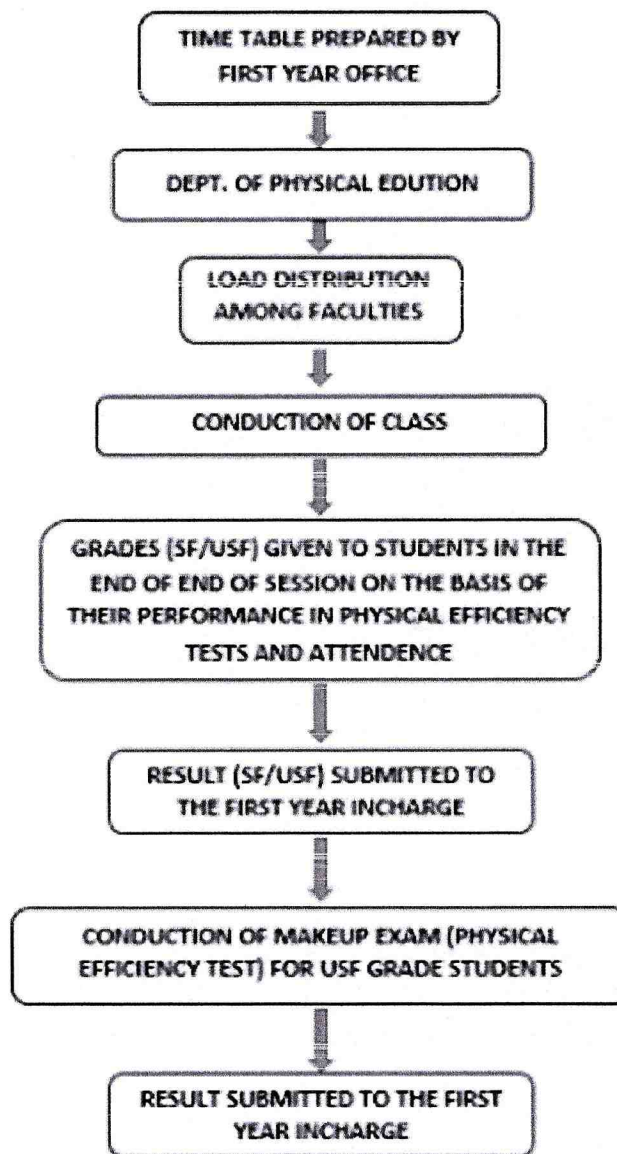


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PE/PR/04	Processes	Page: 03 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

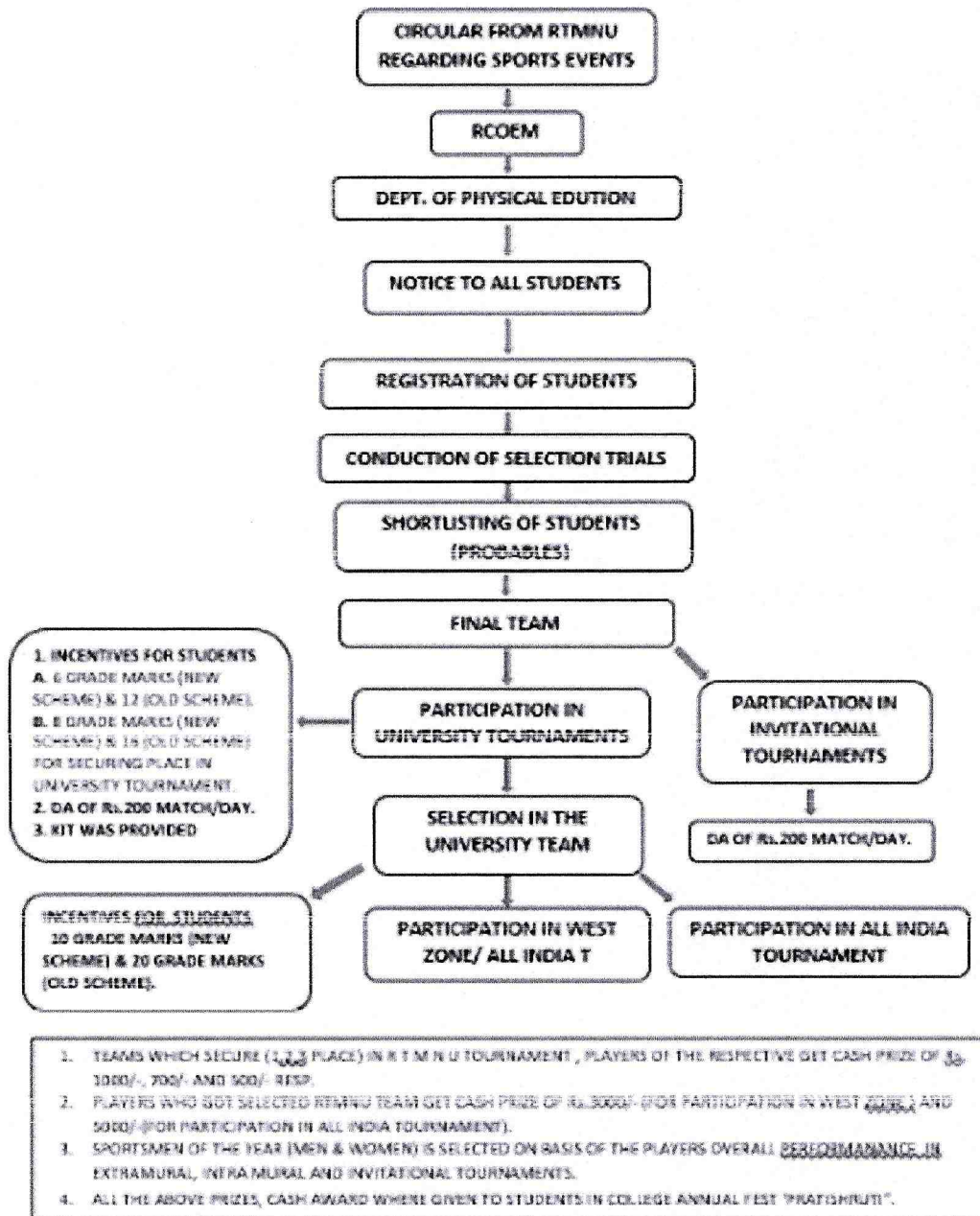
(TIME TABLE AND EXAM (1ST YEAR)



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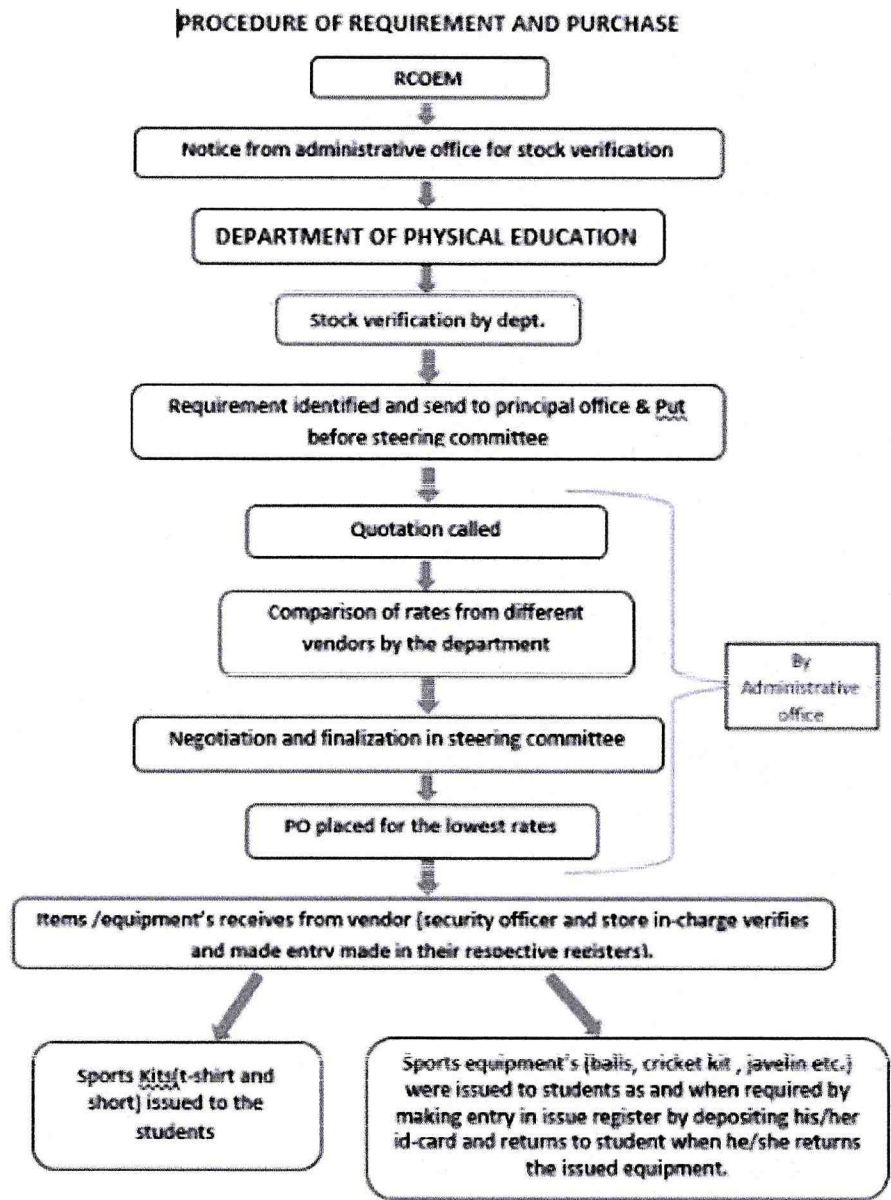
PE/PR/04	Processes	Page: 04 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

**PROCEDURE FOR INTER COLLEGIATE PARTICIPATION, SELECTION,
INCENTIVES AND AWARDS**



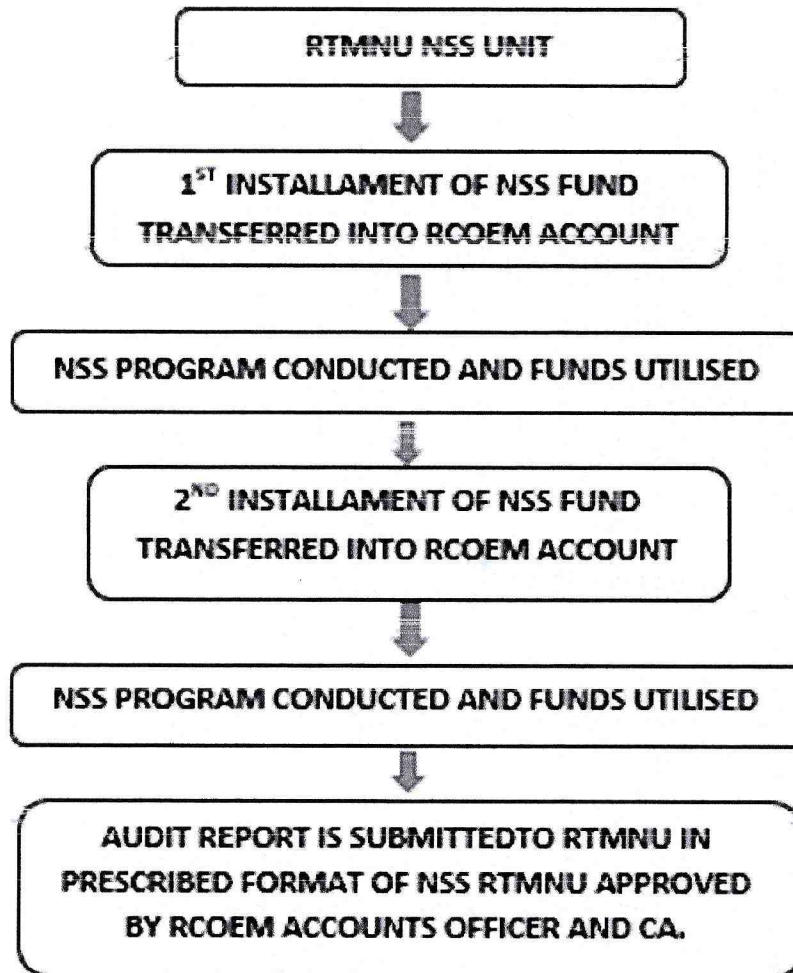
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PE/PR/04	Processes	Page: 05 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018



PE/PR/04	Processes	Page: 06 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

Budget of NSS



PE/PR/04	Processes	Page: 07 / 07
REF. Clause: 4.4, 8.1		Issue No. 01 Rev. No.: 00 Dt.: 01/01/2018

**PROCEDURE FOR SELECTION OF NSS SECRETARY, CORE COMMITTEE AND
CONDUCTION OF EVENTS**

