



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / A	Index of Procedures		
Rev.: 00 Date: 15.06.2018	Clause: 7.5	Page: 01 / 01	

Procedure No.	Title	Rev. No.	Date	Page no.
SPT / A	Index of procedures	01	15.06.2018	01
SPT / B	List of maintained Documented Information	01	15.06.2018	02
SPT / C	List of Retained Documented Information (Records)	01	15.06.2018	03
SPT / D	Staff Position	01	15.06.2018	04
SPT / E	Responsibility and authority	01	15.06.2018	05
SPT / F	Quality Objective	00	15.06.2018	06
SPT / PR / 01	Annual Budget of Sports	00	15.06.2018	07
SPT / PR / 02	Sports Event Management	00	15.06.2018	08
SPT / PR / 03	Scheduling of Sports Activity in College	01	15.06.2018	09
SPT / PR / 04	Purchasing of Sports Equipments	00	15.06.2018	10
SPT / PR / 05	Material Receipt	00	15.06.2018	11
SPT / PR / 06	Material Issue	00	15.06.2018	12
SPT / PR / 07	Physical Stock Verification	00	15.06.2018	13
ANEX / A	Revision Sheet	01	15.06.2018	14
ANEX / B	Approval Note	01	15.06.2018	15

Issue No.: 02 Date: 15.06.2018	1	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	----------	------------------------------	--------------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / B	List of Maintained Documented Information		
Rev.: 00 Date: 15.06.2018	Clause: 7.5	Page: 01 / 01	

Document No.	Document / File Name	Rev. No.	Distribution	Access	Storage	Use	Retention Period	Disposal Method
SPT / D / 01	List of Suppliers	00	15.06.2018	ALL	Sport Dept.	One Year	5 Years	shred

Issue No.: 02 Date: 15.06.2018	2	CONTROLLED COPY STAMP	MASTER COPY STAMP
--------------------------------	---	-----------------------	-------------------



**Mula Education Society's
Arts, Commerce & Science College, Sonai.**

SPORTS PROCESS MANUAL

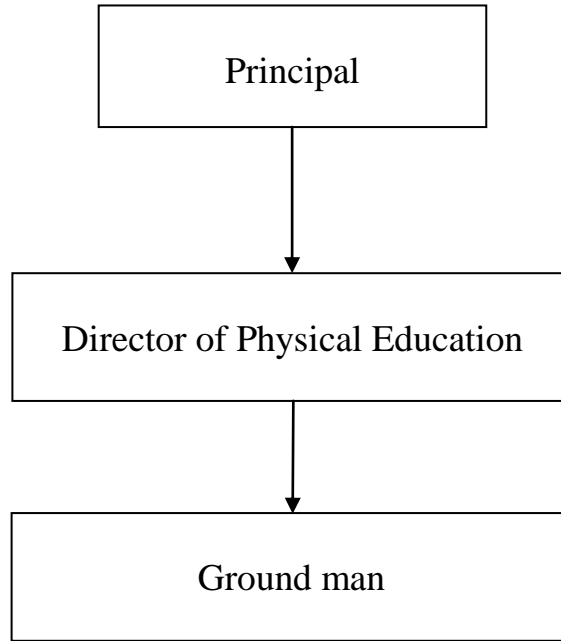
SPT / C		List of Retained Documented Information (Records)						
Rev.: 00 Date: 15.06.2018			Clause: 7.5				Page: 01 / 01	
Document No.	Document / File Name	Rev. No.	Distribution	Access	Storage place	Method of storage	Retention Period	Disposal Method
SPT -R-01	Gym Register	00	All HODs, Staff, Principal	All	Sports Dept	Register-1	5 Years	Shred
SPT -R-02	Student sport material issue register	00	All HODs, Staff, Principal	All	Sports Dept	Register-2	5 Years	Shred
SPT -R-03	Gym attendance register	00	All HODs, Staff, Principal	All	Sports Dept	Register-3	5 Years	Shred
SPT -R-04	Minutes of Meeting	00	All HODs, Staff, Principal	All	Sports Dept	Register-4	5 Years	Shred
SPT -R-05	Dead stock register	00	All HODs, Staff, Principal	All	Sports Dept	Register-5	Permanent	
SPT -R-06	Consumable Stock register	00	All HODs, Staff, Principal	All	Sports Dept	Register-6	Permanent	
SPT -R-07	Application form as per various sports	00	All HODs, Staff, Principal	All	Sports Dept	File – 01	5 Years	Shred
SPT -R-08	Sport wise participant students list	00	All HODs, Staff, Principal	All	Sports Dept	File –02	5 Years	Shred
SPT -R-09	Sports eligibility form	00	All HODs, Staff, Principal	All	Sports Dept	File –03	5 Years	Shred
SPT -R-10	Sport event Calendar		All HODs, Staff, Principal	All		File –04		
SPT -R-11	Documents of selected players	00	All HODs, Staff, Principal	All	Sports Dept	File –05	5 Years	Shred
SPT -R-12	Documents of invited coach	00	All HODs, Staff, Principal	All	Sports Dept	File-6	5 Years	Shred
SPT -R-13	Notice and Circular (University/ Ahmednagar district Zone) Inward	00	All HODs, Staff, Principal	All	Sports Dept	File-7	5 Years	Shred
SPT -R-14	Correspondence File (University / Ahmednagar district Zone) Outward	00	All HODs, Staff, Principal	All	Sports Dept	File –08	3 Years	Shred
SPT -R-15	Sports Proposals	00	All HODs, Staff, Principal	All	Sports Dept	File –9	5Years	Shred
SPT -R-16	Annual Stock Verification Report	00	All HODs, Staff, Principal	All	Sports Dept	File – 10	5 Years	Shred



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / D	Staff Position	
Rev.: 00 Date: 15.06.2018	Clause: 5.3	Page: 01 / 01





Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / E	Duties & Responsibilities		
Rev.: 00 Date: 15.06.2018	Clause: 5.3		Page: 01 / 01

Duties of Director of Physical Education

1. To monitor activities of sports.
2. To prepare academic sports calendar.
3. To run the activities in line with the sports calendar.
4. To select the sport player through the annual sports as per their talents.
5. To depute the students for intercollegiate, inter-zone, University/ All India competitions.
6. To supervise grounds, Indoor stadium and gym.
7. To organize inter-college, inter-zone and state level competitions of different sports.
8. To organize sport training activities.
9. To prepare the departmental budget.
10. To demand required sport equipments.
11. To make arrangements for Flag Hoisting Ceremony.
12. To surprise overall discipline of the college.
13. To observe exam duties.
14. To prepare list of required stationery, furniture, printing.
15. To send requirement list to purchase authority.
16. To collect all material as per required list.
17. To check material as per required list.
18. To update purchase register.
19. To issue material to concerned section and maintain stock register.
20. To carry out physical stock verification annually.
21. To get the requirements of all departments and get it endorsed after Principal Approval for next year.
22. To observe any other duties assigned by Principal and University.
23. Ensure that quality management system achieves its intended results.
24. Engaging, directing and supporting the persons to contribute the effectiveness of quality management system.

Duties of Ground Man

1. To maintain the section neat clean and state of order.
2. To preserve the records of day-to-day activities.
3. To maintain the servicing of sports equipments.
4. Any other duties assigned by the higher authority time to time.

Issue No.: 02 Date: 15.06.2018	5	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	----------	------------------------------	--------------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / F		Quality Objectives				
Rev.: 00 Date: 15.06.2018		Clause: 6.2			Page: 01 / 01	
S.N.	Objectives (What will be done)	Indicator	Methodology of Measurement (How)	Required Resources	Frequency of monitoring (When)	Responsibility
01	To encourage the students to participate in inter college, inter zone, University and All India level sports competitions.	No. of students	No. of students participated per event in a year	Time, sports facility, instructors,	Monthly	Director of Physical Education



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / PR / 01	Annual Budget of Sports		
Rev.: 00 Date: 15.06.2018	Clause: 7.1		Page: 01 / 01

Input	Planned sports activities, requirement of sports equipments
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Prepare purchase budget for the next academic year considering maintenance and enhancement of existing facilities and infrastructure in the department in the month of January every year.	Director of Phy. Edu and Store Keeper	Requirement of Sports department
02	Receive the annual budget from Director of Phy. Edu. and consolidate the data.	Store Keeper	Annual Budget for the College
03	Put the budget to the Local Management Committee and seek suggestions for same.	Principal & Store Keeper	--
04	Get the approval of the budget from the Local Management Committee.	Store Keeper	Approved Annual Budget
05	Communicate the copy of approved budget to Director of Phy. Edu.	Store Keeper	--

Output	Provision of financial resources for Sports activities
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Approved Budget Vs. Utilization Ratio	%	Number of expenses done against approved budget	Quarterly	Director of Phy. Edu.	Approved Annual Budget

Issue No.: 02 Date: 15.06.2018	7	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	----------	------------------------------	--------------------------



**Mula Education Society's
Arts, Commerce & Science College, Sonai.**

SPORTS PROCESS MANUAL

SPT / PR / 02	Sports Event Management		
Rev.: 00 Date: 15.06.2018	Clause: 8.1 / 8.5.1	Page: 01 / 01	

Input	Admission students list.
--------------	--------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Notice of sports activities	Director of Phy. Edu.	Notice
02	Arranging different sport activities.	Student	--
03	Short listing the students (Internal sport / External sport) with different events.	Director of Phy. Edu.	Different sport wise list
04	Arranging coaching activities (Internal sport / External sport)	Director of Phy. Edu.	--
05	Arranging expert coaching for the selected team. (Internal sport / External sport)	Director of Phy. Edu	Event wise team list
06	Deputing the students for the participation (Inter collegiate, Inter zone, Inter University and other competition)	Director of Phy. Edu	Eligibility form
07	Arranging felicitation of the successful students in the annual function. (Internal sport / External sport)	Director of Phy. Edu	Certificates

Output	Successful conduction of sports event
---------------	---------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Event planned Vs. execution	%	To calculate number of events planned vs. conducted	Six monthly	Director of Phy. Edu.	Event calendar



**Mula Education Society's
Arts, Commerce & Science College, Sonai.**

SPORTS PROCESS MANUAL

SPT / PR / 03	Scheduling of Sports Activity in College		
Rev.: 00 Date: 15.06.2018	Clause: 8.5.1		Page: 01 / 01
Input	College Schedule, Sports equipment		

Sr.No	Activity	Responsibility	Stage Out put
01	Decide the timings for Sports activities in college in consultation with the Principal and communicate to the students.	Director of Phy. Edu	Notice
02	Student can enter the sports complex on college's ID	Director of Phy. Edu	
	Gymnasium		
01	Morning time – 5.00 am to 7.00 am	Director of Phy. Edu	Gym attendance register
02	Evening time - 5.00 pm to 7.00 pm	Director of Phy. Edu	Gym attendance register
	Indoor Activity		
01	Morning time – 8.00 am to 1.00 pm	Director of Phy. Edu	Incoming sport person / student sign Record
02	Evening time - 5.00 pm to 7.00 pm	Director of Phy. Edu	Incoming sport person / student sign Record
	Ground Activity		
01	Morning time – 8.00 am to 1.00 pm	Director of Phy. Edu	--
02	Evening time - 5.00 pm to 7.00 pm	Director of Phy. Edu	--
03	Keep a record of sports equipment issue and return by the students.	Director of Phy. Edu	Student sport material issue register
	Sports Equipment maintenance		
01	Inspect all the sports equipments available in the department on weekly basis.	Ground man	--
02	Carry out the necessary maintenance such as greasing and oiling, change of ropes and seating covers, if required.	Ground man	--

Output	Ensuring sports time process
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Event planned Vs. execution	%	To calculate number of events planned vs. conducted	Six monthly	Director of Phy. Edu.	Event calendar



**Mula Education Society's
Arts, Commerce & Science College, Sonai.**

SPORTS PROCESS MANUAL

SPT / PR / 04	Purchasing of Sports Equipments		
Rev.: 00 Date: 15.06.2018	Clause: 8.4	Page: 01 / 01	

Input	Annual Stock Verification Report, Requirement received from the students.
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	This procedure is applicable for purchasing of Sports equipments and departmental stationery.	Director of Phy. Edu	All requirement list
02	Requirement list send to the Mula Education Society.	Principal and Director of Phy. Edu	--“--
A	Purchasing Procedure		
01	Collecting the purchasing material from Mula Education Society.	Store Keeper	--
B	Emergency Purchasing : For purchase of items below Rs. 10,000		
01	Receive the requirement from indenter approved by HOD, review the requirement and decide the need for purchase, put appropriate remark. Get it approved from the Principal.	Store Keeper	Requirement
02	Purchase the required material from the market and handover the material to concerned section after receipt of indent.	Store Keeper	Material Indent
03	For maintenance related purchases, get approval from Principal for departmental requirement and purchase from local market.	Store Keeper	Approved Requirements
D	Post Purchasing Activities		
01	If any non-conformities (failures) like bad quality of the material are observed, communicate the Mula Education Society.	Director of Phy. Edu	--

Output	Required Material received from MES.
---------------	--------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Material requirement Vs. purchased	Number of items	To calculate the requirement raised Vs. approved Vs. purchased	yearly	Director of Phy. Edu	Stock Register

Issue No.: 02 Date: 15.06.2018	10	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	-----------	------------------------------	--------------------------



**Mula Education Society's
Arts, Commerce & Science College, Sonai.**

SPORTS PROCESS MANUAL

SPT / PR / 05	Material Receipt		
Rev.: 00 Date: 15.06.2018	Clause: 8.5.4		Page: 01 / 01

Input	Material received from MES, Purchase Order
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the material from the MES along with delivery challan / invoice.	Store Keeper	Delivery Challan, Invoice
02	Verify the material for quantity received against the purchase order.	Director of Phy. Edu & Store Keeper	--
03	In case of Rejection, identify the rejected material and keep it separately. Make arrangements to send back the rejected material.	--"--	--
04	If material is accepted by the concerned dept., get the material indent form duly filled from the concerned department.	Store Keeper	Material Indent
05	For proper material, Update the Material Inward register & Item wise stock register after receipt of departmental indent.	Store Keeper	Material Inward Register, Stock register
06	Store the material in the stores at identified location.	Store Keeper	--
07	Put indent no. on the Bill. Get it approved from Principal.	Store Keeper	--
08	Forward the reviewed bill to accounts section for final settlement of bill.	Store Keeper	--
09	For technical purchases of material / equipment, after receipt of material / equipment, call the supplier for demo / installation in college.	Store Keeper	--
10	Arrange the demo in presence of Director of Phy. Edu	Store Keeper	--
11	After successful demo, give approval of the instrument / equipment to stores dept.	Director of Phy. Edu	Approved Memo
12	Put indent no. on the Bill. Get it approved from Principal after receipt of approved memo.	Store Keeper	--
13	Forward the reviewed bill to accounts section for final settlement of bill.	Store Keeper	--

Output	Accepted material kept at designated location
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Material purchased Vs. received	Number	Material purchased Vs. received in Sports stores	yearly	Director of Phy. Edu	Inward register

Issue No.: 02 Date: 15.06.2018	11	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	-----------	------------------------------	--------------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / PR / 06	Material Issue	
Rev.: 00 Date: 15.06.2018	Clause: 8.5.4	Page: 01 / 01

Input	Material in stock, requirement received from department / individual
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the material indent approved by Director of Phy. Edu.	Store Keeper	Indent
02	Check for the availability of material in stock; issue the material as per requirement.	Store Keeper	--
03	Update the Stock Register with issued quantity, put indent reference on Stock register and Stock register reference on Indent.	Store Keeper	Stock register, Indent

Output	Material Issued as per requirement
---------------	------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Indent Vs. issue	%	Number of items indented Vs. issued	Monthly	Director of Phy. Edu	Indent

Issue No.: 02 Date: 15.06.2018	12	CONTROLLED COPY STAMP	MASTER COPY STAMP
--------------------------------	----	-----------------------	-------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

SPT / PR / 07	Physical Stock Verification		
Rev.: 00 Date: 15.06.2018	Clause: 8.5.4	Page: 01 / 01	

Input	Material in stock
--------------	-------------------

Sr. No.	Activity	Responsibility	Stage Out put
01	Yearly once i.e. at the end of the financial Year, carry out physical stock verification. A committee is formed. The committee verifies the stock and submits the report to the Principal.	Store Keeper & Director of Phy. Edu.	Annual Stock Verification Report
02	During verification, ensure the quantity of material as per stock record and Physical stock in the stores. Submit report to the Principal for necessary action.	Store Keeper & Director of Phy. Edu.	Annual Stock Verification Report

Output	Annual Stock Verification Report
---------------	----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Documented Information
Stock Vs. Actual qty.	%	Number of items available in book stock Vs. Physical stock and discrepancies observed	Yearly	Director of Phy. Edu.	Annual Stock Verification report

Issue No.: 02 Date: 15.06.2018	13	CONTROLLED COPY STAMP	MASTER COPY STAMP
--------------------------------	----	-----------------------	-------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

ANEX/A	Revision Sheet		
Rev.: 00 Date: 15.06.2018	Clause: 7.5		Page: 01 / 01

Document no.	Rev.	Date	Nature of Change	Approved By
All	00	01.01.2015	Original Issue, Issue No. 01 dtd. 01.01.15 as per ISO 9001:2008	Principal
All	00	15.06.2018	Issue 02, Dt. 15.06.2018 to incorporate the requirements of ISO 9001:2015	Principal

Issue No.: 02 Date: 15.06.2018	14	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	-----------	------------------------------	--------------------------



Mula Education Society's
Arts, Commerce & Science College, Sonai.

SPORTS PROCESS MANUAL

ANEX/B	Approval Note		
Rev.: 00 Date: 15.06.2018	Clause: 7.5	Page: 01 / 01	

PREPARED BY: Director of Physical Education				
	Vice Principal	IQAC	PRINCIPAL	QMS coordinator
	REVIEWED BY		APPROVED BY:	ISSUED BY

Issue No.: 02 Date: 15.06.2018	15	CONTROLLED COPY STAMP	MASTER COPY STAMP
---------------------------------------	-----------	------------------------------	--------------------------