

Duties and Responsibilities of Physical Education Director

- To organize Inter-Collegiate/ Inter class Sports Championships.
- To prepare proposals and estimates for organizing Sports Championships and events.
- To check eligibilities of the participating players at the Inter-Collegiate/ Inter class Championships.
- To arrange booking of sports facilities for the conduct of Inter-Collegiate/ inter- class - Championships/Coaching Camps.
- To maintain accounts of expenditure for Inter-Collegiate/ Inter class Championships.
- To maintain the records of participation and results of Inter-Collegiate/ Inter class Championships.
- To plan and schedule selection trials and coaching camps for the College students.
- To organize and coordinate the sports activities for Students/Staff.
- To finalize the selection of students' team for Inter-Collegiate Championship.
- To accompany the students teams as coach/ manager for the Inter-Collegiate and Inter – University Championship.
- To supervise the work of subordinate staff including periodical check of the work carried out by them.
- To attend meetings of College Directors of Physical Education and Sports at Goa University.
- To maintain the file/s and registers of the Department of Physical Education & Sports.
- To submit the monthly report of the activities to the Principal.
- To procure the equipment required for the department by following necessary procedure according to the allocated budget.
- To report non-working of the equipment and repair them after seeking necessary permissions from higher authorities.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any such duties when allotted by the higher authorities or Principal.

Duties and Responsibilities of Instructor in Physical Education

- To assist the Physical Education Director in organizing Inter-Collegiate/ Inter class Sports Championships.
- To assist in preparation of proposals and estimates for organizing Sports Championships.
- To assist in booking of sports facilities for the conduct of Inter-Collegiate/ inter class - Championships/Coaching Camps.
- To assist in planning, executing and scheduling selection trials and coaching camps for college students.
- To coordinate the sports activities for Students/Staff.
- To accompany the students team as manager for the Inter-Collegiate Championship.
- To monitor the work of the department and activities in absence of the Physical Education Director.
- To issue sports material to the students.
- To carry out administrative work like documentation, typing work, maintaining dead stock register, etc.
- To make arrangement of equipment's for training purpose with the help of MTS.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

Duties and Responsibilities of Gymkhana MTS

- To open/ close the gymkhana and make available the gymkhana facilities to students and staff as per the timing.
- To regularly carry out dusting of gymkhana material, furniture, fixtures, and computers in the gymkhana.
- To obtain students initials on student's movement register.
- To assist the Physical Education Director (P.E, Director) in maintaining the discipline in the gymkhana premises and on field.
- To carry messages, papers, registers, files, notices, gymkhana material, etc., from one place to another inside gymkhana or outside as the case may be.
- To carry out filing.
- To carry out typing work whenever required.
- To assist the P. E. Director in marking the play fields.
- To assist Instructor in P.E. to issue sports material to the students.
- To find old files, records as and when required.
- To distribute letters and obtain signatures.
- To help the users of the gymkhana in getting the required sports material.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

