



# **INSTITUTE OF AERONAUTICAL ENGINEERING**

**(Autonomous)**

Dundigal, Hyderabad-500043

## **STANDARD OPERATING PROCEDURE**

### **Discharging duties of Physical Director's**

**01 February, 2024**

#### **I. ROLES AND RESPONSIBILITIES OF PHYSICAL DIRECTORS**

1. Ensures discipline among students in campus.
2. Verifying the ID Cards.
3. Look after the discipline in the campus as well as in the college premises.
4. Must be available in the campus and be on duty for 6 days/week; discharge the duties under directions of the Principal / Administrative officer.
5. Ensures NO ragging activity takes place.
6. Campus discipline and mobile phone checking and seizing from the students, general discipline such as ragging, teasing etc., in the campus.
7. Helps in the organization of various events in the college.
8. Students found near the canteen / sports area / or any other premises during the class hours should be intimated to respective Head of the departments.

**PRINCIPAL**