



लक्ष्मीबाईराष्ट्रीयशारीरिकशिक्षासंस्थान , ग्वालियर
**LAKSHMIBAI NATIONAL INSTITUTE OF
PHYSICAL EDUCATION**

*(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India*

STANDARD OPERATING PROCEDURE

**DEPARTMENT OF
EXTENSION SERVICES**



**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL
EDUCATION, GWALIOR**

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

**STANDARD OPERATING PROCEDURE (SOP)
DEPARTMENT OF EXTENSION SERVICES**

Academic Year 2026–27

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1. PREAMBLE

Lakshmibai National Institute of Physical Education (LNIPE), Gwalior, as a premier institution under the Ministry of Youth Affairs & Sports, Government of India, extends its academic expertise beyond the campus through structured Extension Services.

Extension Services bridges the gap between institutional knowledge and community needs, promoting physical education, sports development, capacity building and grassroot empowerment.

This SOP institutionalizes procedures for planning, implementing, monitoring, and evaluating extension activities in alignment with national educational quality standards.

2. LEGAL & INSTITUTIONAL FRAMEWORK

This SOP is framed in alignment with:

- The UGC Act, 1956
- NAAC Quality Indicators (Criteria 3 – Research, Innovations & Extension)
- NIRF Parameters (Outreach & Inclusivity, Perception, Research & Professional Practice)
- Institutional Vision and Statutes of LNIPE

3. DEFINITION OF EXTENSION SERVICES

Extension Services refer to structured academic, training, consultancy, and outreach initiatives undertaken by LNIPE to disseminate knowledge, skills, and professional expertise to:

- Educational Institutions
- Government Bodies
- Sports Federations
- NGOs
- Corporate entities
- Community stakeholders

4. VISION

To emerge as a **national leader in community-oriented sports education and outreach**, fostering inclusive sports culture and professional excellence across India.

5. MISSION

- To extend institutional expertise to the community through structured training and consultancy.
 - To strengthen and develop sports at grassroot level.
 - To build capacity among physical education professionals.
 - To create sustainable academic and professional partnerships.
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6. OBJECTIVES

1. To provide professional development to Physical Education teachers.
 2. To formalize collaborations through MoUs.
 3. To promote grassroots sports through camps and nurseries.
 4. To offer expert consultancy in officiating, coaching, and sports science.
 5. To enhance LNIPE's visibility and societal contribution.
 6. To generate revenue through structured consultancy services.
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7. SCOPE OF EXTENSION ACTIVITIES

The Department of Extension Services shall cover:

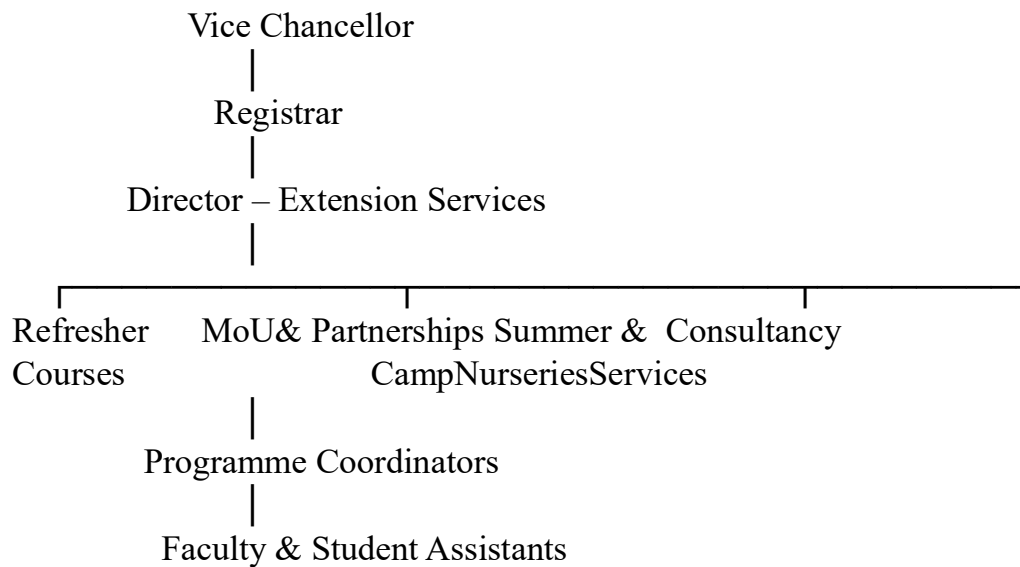
- In-Service Refresher Courses
 - Memorandum of Understanding (MoUs)
 - Summer Coaching Camps
 - Sports Nurseries
 - Consultancy Services
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8. GOVERNANCE STRUCTURE & ORGANOGRAM

8.1 Governance Structure

- Vice Chancellor – Overall Policy Direction
 - Registrar – Administrative Oversight
 - Director (Extension Services) – Operational Head
 - Extension Services Committee – Monitoring & Review
 - Programme Coordinators – Activity-specific Implementation
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8.2 ORGANOGRAM



EXTENSION SERVICES WORKFLOW

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR



9. OPERATIONAL PROCEDURES

9.1 In-Service Refresher Courses

Objective:

Enhance pedagogical and professional competence of practicing Physical Education teachers.

Procedure:

1. Needs assessment in consultation with CBSE, SCERT, KVS, NVS, etc.
 2. Develop 1–4 week modular curriculum (theory + practical).
 3. Obtain administrative and financial approval.
 4. Issue notifications and invite nominations.
 5. Conduct pre- and post-assessments.
 6. Collect structured feedback.
 7. Issue certificates.
 8. Maintain documentation for accreditation.
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9.2 Memorandum of Understanding (MoUs)

Objective:

To formalize collaboration with academic institutions, sports authorities, NGOs, and government/private organizations.

Procedure:

1. Identify potential partners aligned with LNIPE's mission.
 2. Draft MoU covering scope, duration, roles, review, etc.
 3. Legal vetting and approval by Competent Authority.
 4. Execute MoU and nominate nodal officer in consultation with the Institute Authority.
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9.3 Summer Coaching Camps (Ages 8–14)

Objective:

Engage children in meaningful, structured physical activity and sports training during summer break.

Procedure:

1. Summer Camp planning (May–June).
 2. Public notification & registration.
 3. Sports offered: Athletics, Football, Basketball, Swimming, Cricket, Badminton, Gymnastics, Judo, Tennis, Hockey, Yoga, Table Tennis, Shooting, Volleyball, etc.
 4. Age & skill-based grouping.
 5. Safety, first-aid, hydration management etc.
 6. Continuous performance tracking.
 7. Valedictory function and certification.
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9.4 Sports Nurseries**Objective:**

Structured training for talented children in specific sports disciplines.

Procedure:

1. Identify disciplines based on infrastructure.
 2. Conduct trials & fitness assessment.
 3. Categorize trainees by performance level.
 4. Implement Training Plan.
 5. Monthly progress review.
 6. Maintain training & parent interaction records.
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9.5 Consultancy Services**OBJECTIVE:**

Consultancy services to external organizations in the areas of officiating, coaching and training in sports.

A. Officiating Services

- Maintain a panel of certified officials (referees, umpires, judges).
 - Respond to requests from schools, universities, federations, etc.
 - Nominate officials & define financial terms as per GoI rules, like travel, honorarium etc.
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- Submit post-event reports.

B. Coaching & Training

- Offer and design customized programs for schools, colleges, corporate bodies, sports academia and government organizations.
 - Design program based on age group, sport specialization, duration, fitness/sports performance goals.
 - Conduct pre/post performance assessment.
 - Recommend faculty & trained students.
 - Issue participation certificates.
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10. FINANCIAL MANAGEMENT & APPROVALS

- Budget preparation for each program.
 - Approval by Competent Authority.
 - Honorarium fixation as per institutional norms.
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11. MONITORING & EVALUATION

The Extension Services Committee headed by the Director (Extension) will:

- Oversee implementation
 - Evaluate outcomes
 - Ensure compliance with LNIPE quality standards
 - Conduct quarterly review meetings.
 - Evaluate KPIs (participants trained, MoUs executed, revenue generated).
 - Submit Annual Extension Report.
 - Ensure quality benchmarks.
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12. DOCUMENTATION & RECORD KEEPING

Maintain:

- Registration records
 - Attendance sheets
 - Feedback forms
 - Photographs & reports
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- MoU files
- Financial records
- Certificates issued

Retention period: All records should be securely stored physically and digitally for at least 03 years.

13. NAAC & NIRF ALIGNMENT

NAAC (Criterion 3 – Extension Activities)

- Number of extension programs conducted
- Collaboration & outreach indicators
- Community impact reports
- Student participation records

NIRF

- Outreach & Inclusivity
- Professional Practice & Consultancy Revenue
- Institutional Perception

14. RISK MANAGEMENT & SAFETY PROTOCOLS

- Mandatory first-aid and emergency support
- Child protection guidelines
- Insurance coverage (if applicable)
- Safety briefing before activities

15. REVIEW & REVISION

- Annual SOP review
 - Modification based on policy changes
 - Feedback-based improvement
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