

Ref. No: SPSU/Sports/2024-2025/08

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## **Standard Operating Procedure (SOP) for Issue/Return Sports Equipment**

### **Purpose:**

To establish a structured process for the issuance and return of sports equipment, ensuring proper management, accountability, and maintenance and the restriction of equipment issuance during academic class hours.

### **Scope:**

This procedure applies to all staff, students, and members who are involved in the issuance and return of sports equipment within SPSU.

### **1 Responsibilities**

#### **1.1 Assistant Administrative (Sports)**

- Oversee the entire process of equipment management including issuance, return, maintenance, and record-keeping.
- Maintain an accurate inventory of all sports equipment, including tracking equipment usage and status.
- Conduct regular audits to ensure equipment is accounted for and in good condition.
- Review and approve equipment requests based on availability and the needs of the users.
- Oversee the process for reporting and repairing damaged equipment.
- Ensure that all returned equipment is inspected, cleaned, and repaired as needed.
- Maintain detailed records of all equipment transactions, including issuance, returns, and any incidents of damage or loss.
- Issue equipment to users during designated times, ensuring that it is done outside of academic class hours.
- Inspect equipment before issuing it and after return to ensure it is in good condition.
- Submit a monthly list of required items to ensure inventory levels are maintained and do not go out of stock.



- Assist users with the equipment borrowing process, including answering questions and providing guidance on equipment use and care.

## **1.2 Users (Student/Faculty/Staff)**

- Submit Equipment Request Forms accurately and in a timely manner
- Ensure that the equipment is maintained in good condition while in use.
- Follow proper usage guidelines to prevent damage.
- Return the equipment by the specified deadline or as outlined in the Equipment Issuance Form.
- Ensure that the equipment is returned in the same condition as it was issued, except for normal wear and tear.
- Report any damage or loss of equipment immediately to the Equipment Coordinator or authorized staff.
- Complete a Damage/Loss Report Form if required, detailing the nature of the issue or loss.
- Follow any additional instructions provided by the Equipment Coordinator or authorized staff.

## **2. Equipment Issuance/Return Procedure**

### **2.1 Request Submission**

- Users must complete an Equipment Request Form, available from the sports office or website.
- For planned requests, submit the form at least 1 days before the intended use. For on-the-spot issuance, proceed to the immediate request process.
- Each student may borrow a single piece of equipment for a maximum of 2 days.
- Students may request only one item at a time, and no additional items will be issued until the previously borrowed item is returned

### **2.2 Approval Process**

- **Planned Request:** The Assistant Administrative (Sports) will review the request to ensure the equipment is available and appropriate for the user's needs.
- **On-the-spot-issuance:** On-the-spot requests are handled immediately at the sports office, subject to equipment availability and compliance with the issuance timing policy (before or after class hours or during designated breaks).

### **2.3 Issuance Timing**

- Morning: 6:00 AM to 7:00 AM
- Evening: 5:30 PM to 6:30 PM
- Designated Breaks as per the Academic time table.

**Note: No sports equipment will be issued during the academic class hours.**



## **2.4 Return Timing**

Users must return the equipment by the end of the specified borrowing period or as indicated in the Equipment Issuance Form.

- Morning: 8:00 AM to 8:30 AM
- Evening: 8:30 PM to 9:00 PM

Note: Day scholars must return all borrowed sports equipment—whether obtained through planned requests or on-the-spot issuance—immediately after use or by 5:30 PM on the same day.

## **2.5 Damage or loss reporting**

### **2.5.1 Immediate Notification:**

Upon discovering damage to or loss of a borrowed sports item, the borrower must immediately report it to the Assistant Administrator of Sports. This can be done in person by visiting the sports office or by contacting them via phone.

### **2.5.2 Provide Details:**

When reporting, the borrower should provide the following information:

- The specific item that is damaged or lost.
- A description of the damage, if applicable, or the circumstances under which the item was lost.
- The date and time when the damage or loss was discovered.
- Any other relevant details that may assist in the assessment.

### **2.5.3 Assessment by Sports Staff:**

The Assistant Administrator or designated sports staff will review the report and conduct an assessment:

- **For Damaged Items:** The staff will inspect the item to determine the extent of the damage and whether it can be repaired or needs replacement.
- **For Lost Items:** The staff will evaluate the situation and determine the next steps, which may include replacing the item or financial compensation.

### **2.5.4 Communication with Borrower**

The borrower will be informed of the findings from the assessment and any responsibilities they may have, including:

- Costs for repair or replacement of the damaged item.
- Replacement value or compensation required for the lost item

### **2.5.5 Documentation**

The incident will be documented by the sports facility staff, including:

- The details provided by the borrower.



- The results of the assessment.
- Any actions taken or required from the borrower.

#### 2.5.6 Resolution and Follow-up

- The borrower must fulfil any obligations related to the damage or loss, such as paying for repairs or providing compensation.
- Once resolved, the borrower's ability to borrow additional items may be reinstated, depending on the outcome.

### 3. Penalties:

- **Late return:** A penalty of INR 50 per item per day will be charged if the equipment is not returned by the specified time.
- **Damage:** If a borrowed item is returned in a damaged condition, the borrower will be responsible for the cost of repair or replacement, depending on the extent of the damage. The sports facility staff will assess the item and determine the appropriate action.
- **Lost Item:** In the event an item is lost while in the borrower's possession, the borrower must report the loss immediately. The borrower will be required to either replace the item with an identical or equivalent item, or compensate the sports facility for its full replacement value.
- **Suspension of Borrowing Privileges:** Repeated incidents of damage or loss may lead to a suspension or permanent revocation of borrowing privileges. This decision will be made by the Assistant Administrator of Sports and may be based on the severity and frequency of the incidents.
- **Disciplinary Action:** In cases of negligence or intentional misuse leading to damage or loss, disciplinary action may be taken according to university regulations. This could include fines, formal warnings, or further consequences as deemed necessary.
- **Account Hold:** If the borrower fails to pay for repairs, replacements, or other penalties, a hold may be placed on their account. This hold can restrict access to other university services and may prevent further borrowing until the issue is resolved.

### 3 Utilization of Fines for Procurement of Sports Items

- **Payment of Fines:** Users must pay any fines related to late returns, damage, or loss of sports items to the university's account office. It is the user's responsibility to ensure that these payments are made promptly and in full.
- **Allocation of Funds:** The fines collected are designated for the procurement of day-to-day sports equipment and supplies. This can include purchasing new items, replacing damaged equipment, and maintaining the inventory needed for the sports facility.
- **Accounting and Reporting:** The account office will keep detailed records of all fines received and the subsequent use of these funds. This includes documentation of expenditures and the items procured using the fines.

- **Approval and Oversight:** The use of fines for equipment procurement must be approved by the relevant university departments or committees. This ensures that funds are used appropriately and in accordance with university policies.

This approach helps ensure that fines contribute to enhancing the sports facilities and supports the continuous availability of quality sports items for all users.

#### 4 Review and Revision

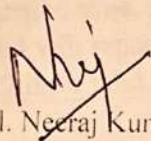
This SOP will be reviewed annually or as needed to ensure it remains effective and make updates based on feedback or procedural changes.



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