



Ref. No.: SPSU/Sports/2024-2025/06

Date: 6 August 2024

Standard Operating Procedure (SOP) for University Gymnasium

Purpose:

To establish clear and comprehensive guidelines for the operation, maintenance, and utilization of the university gymnasium, ensuring that it provides a safe, efficient, and welcoming environment for all users.

Scope:

This SOP applies to all students, faculty, staff, and authorized visitors using the university gymnasium.

1. Gymnasium Access and Membership

1.1 Eligibility:

- **Registered Students**
 - All full-time and part-time students enrolled in the university are eligible to use the gym facilities.
 - Students must be currently enrolled and have paid the required semester fees to access the gym.
- **Family and Staff**
 - All faculty and staff are members of the university are eligible to access the gymnasium.
- **Family members of resident Faculty and Staff:**
 - Immediate family members (spouse/children/parents) of faculty and staff who reside on campus are eligible to use the gym.

1.2 Membership Fees:

- A fee of INR 500 (including GST) per semester is required for all users, payable at the beginning of each semester.
- The fees should be paid at the university's Account Department and account officer will record this under the Sports Budget head, rather than under Miscellaneous or other.
- Fees are non-refundable and non-transferable, and must be paid in full before access is granted.

1.3 Access Control:

- All users must show proof of payment for gym fees and provide a copy for record-keeping.
- Members must present a valid university ID card to gain entry.
- Family member must present valid proof of relationship to gain entry
- Access is monitored via a manual register, which logs entry and exit times.

2. Gymnasium Hours of Operation

2.1 Regular Hours:

The gym will be open from Monday to Saturday, and on Sunday mornings, according to the slots mentioned below:

Morning:

- Slot M1: - 5:30 AM – 7:00 AM (Boys 2nd, 3rd, 4th year)
- Slot M2: - 7:00 AM - 7:45 AM (only for Girls)
- Slot M3: - 7:45 – 8:30 AM (Faculty and Staff)

Evening:

- Slot E1: - 5:30 PM- 7:00 PM (Boys 1st year)
- Slot E2: - 7:00 PM – 7:45 PM (Boys 2nd, 3rd, 4th year)
- Slot E3: - 7:45 PM – 8:30 PM (Faculty and Staff)

Note: Gym will remain closed on Sunday evenings.

Note: The slots may change on a common consensus depending upon category wise subscription and suitability of time for each group.

2.2 Family Hours:

- Family members may access the gym facilities from 9:30 AM to 11:30 AM and 4:30 PM to 5:30 PM on weekdays (Monday to Saturday).

2.3 Holidays and Special Hours:

- Special hours of operation will be posted in advance for holidays, university events, and maintenance periods.

3. Code of Conduct

3.1 Respectful Conduct:

- All gym users are expected to demonstrate respect towards other users, gym staff, and the facility. This includes refraining from disruptive behavior, such as loud conversations or aggressive interactions.
- Users should maintain a positive and supportive attitude, contributing to a friendly and motivating environment.

3.2 Attire and Footwear:

- Appropriate gym attire must be worn at all times. This includes comfortable and functional clothing suited for physical activity. For hygiene reasons, users should avoid wearing clothing that is excessively worn or dirty.

- Proper athletic footwear is required. Shoes should be closed-toe, well-fitted, and designed for sports or exercise to ensure safety and prevent injuries. Open-toed shoes, sandals, or other inappropriate footwear are not allowed on the gym floor.

3.3 Mobile Phone Use:

- Mobile phones should be used discreetly in the gym. Phone calls and texting are not permitted on the gym floor to avoid disturbing other users.
- Phones may be used for listening to music or fitness apps, provided users use headphones to minimize noise and distractions.

3.4 Personal Hygiene:

- Users should maintain personal hygiene to ensure a clean and comfortable environment for everyone. This includes using deodorant and ensuring that clothing is clean and free of strong odors.
- Towels should be used to wipe off sweat and to cover gym equipment during use. Towels should be cleaned or replaced regularly.

3.5 Behavior at Equipment:

- Users should handle gym equipment with care and follow posted instructions or guidelines for use.
- Users must wait their turn for equipment and avoid monopolizing machines. Allow others to work in or share equipment if you are taking a break.
- Users are responsible for re-racking weights and returning equipment to its designated place after use to maintain order and prevent accidents.

3.6 Personal Belongings:

- Users should avoid bringing large bags, unnecessary items, or personal items onto the gym floor to keep the space clean and uncluttered.
- The gym/management is not responsible for lost or stolen items, so users should keep valuables secure.

3.7 Use of Equipment:

- Users should familiarize themselves with the proper use of gym equipment to prevent misuse or damage. If unsure, ask trainer for assistance.
- Equipment should be used for its intended purpose only. Any modifications or unauthorized use of equipment is prohibited.

3.8 Cleanliness and Etiquette:

- No food or beverages (except water) are allowed on the gym floor. Water must be in a sealed container.
- Follow all posted safety instructions and guidelines.
- Users must clean and sanitize equipment after use with the supplies provided. This helps maintain hygiene and ensures that equipment is ready for the next user.
- Avoid excessive noise or disruptive behavior that may interfere with other users' workouts or concentration.

3.9 Reporting Issues:

A handwritten signature in green ink, appearing to be 'JAE', is written over a horizontal line.

- Any issues or concerns regarding gym facilities, equipment, or behavior should be reported to trainer or Director sports or sports coordinator immediately. This helps maintain a safe and functional environment for all users.

4. Maintenance and Upgradation

4.1 Maintenance Schedule:

- Regular maintenance checks will be conducted monthly, including inspection of equipment, cleaning, and repairs as needed.
- Major maintenance work will be scheduled during off-peak hours and announced in advance.

4.2 Upgradation Plan:

- Funds collected through gym fees will be used towards the maintenance and upgradation of gym equipment and facilities.
- The Director of Sports or Sports Coordinator will submit a proposal detailing the planned maintenance and upgradation requirements, including estimated costs and expected benefits.
- This proposal will be submitted to the Campus Director, who will review, recommend, and forward it to the Vice Chancellor for final approval.
- Upon approval, the Accounts Department will allocate the funds specified in the proposal for the mentioned maintenance and upgradation.
- Upgradation projects will be planned and executed periodically to ensure the gym remains modern, safe, and fully functional.

4.3 Cleaning Protocol

- The gym will be cleaned daily, including sweeping, mopping, and disinfecting floors, equipment

4.4 Feedback and Suggestions:

- Users are encouraged to provide feedback and suggestions for gym improvement via email (director.sports@spsu.ac.in)

5. Health and Safety Protocols

5.1 Health Screening:

- Users are encouraged to undergo a health check-up before starting any new fitness program, especially if they have pre-existing medical conditions.
- Users with known medical conditions should consult with a doctor before using gym facilities.

5.2 Emergency Procedures:

- First aid kit is available at university health centre.
- In case of an emergency, contact gym staff immediately or call the campus emergency number.



6. Staff Roles and Responsibilities

6.1 Gym Trainer:

- Until a dedicated gym trainer is hired, Mr. Praveen Singh Jhala will take on the role of gym trainer in addition to his current responsibilities
- Verify that users have paid their gym fees.
- Ensure that all users record their entry and exit times in the manual register.
- Ensure the cleanliness and safety of the gym environment.
- Assist users with equipment, provide fitness advice, and conduct regular maintenance checks.
- Enforce gym rules and regulations, and address any violations.

6.2 Management:

- Oversee the operation and administration of the gym, including membership records, fee collection, and supervision.
- Plan and implement maintenance and upgradation gym facilities.
- Respond to user feedback and ensure continuous improvement of the gym facilities.

7. Violation and Penalties

7.1 Definition of Violations:

7.1.1 Minor Violations:

- Failing to follow gym etiquette, such as not wiping down equipment after use.
- Not adhering to proper dress code or footwear requirements.
- Using mobile phones in restricted areas or in a disruptive manner.

7.1.2 Major Violations:

- Damaging gym equipment or facilities.
- Engaging in aggressive or disrespectful behavior towards other users or staff.
- Unauthorized use of gym facilities or allowing non-members to access the gym.

7.2 Reporting Violations:

7.2.1 Observation and Reporting:

- Users or staff who observe violations are encouraged to report them immediately to the gym management.
- Reports should include detailed information about the incident, including the date, time, and individuals involved.

7.2.2 Confidentiality:

- All reports will be handled confidentially to protect the privacy of those involved.

7.3 Investigation Process:

7.3.1 Initial Review:



- The gym management team will conduct an initial review of the reported violation to determine its validity and severity.
- For minor violations, gym management may handle the issue directly with the individuals involved.

7.3.2 Referral to Disciplinary Committee:

- For major violations or repeated minor violations, the case will be referred to the university disciplinary committee for further investigation and action.
- The gym management team will prepare a detailed report of the incident and submit it to the disciplinary committee.

7.4 Disciplinary Committee Actions:

7.4.1 Investigation:

- The university disciplinary committee will conduct a thorough investigation of the reported violation.
- This may include interviewing witnesses, reviewing surveillance footage, and gathering any additional evidence.

7.4.2 Hearing:

- The individual(s) involved in the violation will be given an opportunity to present their side of the story during a formal hearing.
- The committee will consider all evidence and testimonies before making a decision.

7.4.3 Decision and Penalties:

- The disciplinary committee will determine the appropriate action based on the severity of the violation.
- Possible penalties for minor violations may include verbal warnings, written warnings, or temporary suspension of gym privileges.
- Major violations may result in permanent suspension of gym privileges, fines, or other disciplinary actions as deemed necessary by the committee.

7.5 Appeals Process:

7.5.1 Right to Appeal:

- Individuals who are subject to disciplinary action have the right to appeal the decision.
- Appeals must be submitted in writing to the university disciplinary committee within a specified timeframe, usually within 7 to 14 days of the decision.

7.5.2 Review of Appeal:

- The disciplinary committee will review the appeal, considering any new evidence or arguments presented.
- A final decision will be made and communicated to the individual in writing.

7.6 Documentation and Records:

7.6.1 Record Keeping:

- All incidents of violations and subsequent disciplinary actions will be documented and kept on record by the gym management and the university disciplinary committee.
- These records will be used to monitor repeat offenders and to ensure consistency in the enforcement of rules and penalties.

7.6.2 Confidentiality:

- Records of violations and disciplinary actions will be kept confidential and only shared with relevant university personnel as necessary.

8. Amendments

8.1 Review and Amendments:

- This SOP will be reviewed annually and amended as necessary to ensure it meets the needs of the gym users and aligns with university policies.
- All changes will be communicated to gym users through email, notice boards, and the university website.

Prepared by:



Gurpreet Singh

Director Sports, SPSU

Recommended by:



Lt. Col. Neeraj Kumar (retd.)

Campus Director, SPSU

Approved By:



Prof. (Dr.) Prithvi Yadav

President and Vice Chancellor

SPSU

GYMNASIUM REGISTRATION FORM
(STUDENTS)

Full Name	
Student ID	
Date of Birth	
Gender	
Course/Program	
Year of Study	
Contact Number	
Alternate Contact Number	
Email Address	
Parents Contact Number	
Payment Status (Paid or Pending)	
Payment Receipt Number	
Self-Declaration: <ol style="list-style-type: none">1. I am in good health and physically fit to use the gymnasium facilities at SPSU.2. I do not have any medical conditions, injuries, or illnesses that would prevent me from safely participating in gym activities.3. I acknowledge and agree to abide the rules and regulation of the SPSU gymnasium.4. I understand that failure to comply with the rules and regulations mentioned in the SOP if gym may result in suspension or revocation of my gym access privileges.5. I also acknowledge that SPSU is not responsible for any injury or health issue that may arise from my use of the gym facilities.	
Date:	Signature of Student

Recommendation by University Doctor: _____

Doctors Signature**SPSU****For Office Use:****Received By:****Date Received:****Verification of Fees:****Director Sports****SPSU**

GYMNASIUM REGISTRATION FORM
(FACULTY and STAFF)

Employee Name	
Employee ID	
Age	
Gender	
Designation	
Department	
Contact Number	
Alternate Contact Number	
Email Address	
Emergency Contact Number	
Flat No and Building	
Payment Status (Paid or Pending)	
Payment Receipt Number	
Self-Declaration: <ol style="list-style-type: none">1. I am in good health and physically fit to use the gymnasium facilities at SPSU.2. I do not have any medical conditions, injuries, or illnesses that would prevent me from safely participating in gym activities.3. I acknowledge and agree to abide the rules and regulation of the SPSU gymnasium.4. I understand that failure to comply with the rules and regulations mentioned in the SOP if gym may result in suspension or revocation of my gym access privileges.5. I also acknowledge that SPSU is not responsible for any injury or health issue that may arise from my use of the gym facilities.	
Date:	Signature

For Office Use:**Received By:****Date Received:****Verification of Fees:****Director Sports****SPSU**

SIR PADAMPAT SINGANIA UNIVERSITY

Bhatewar, Udaipur-313601

GYMNASIUM REGISTRATION FORM (FAMILY MEMBERS)

Full Name	
Gender	
Relation to SPSU Employee	
Contact Number	
Alternate Contact Number	
Email Address	
Emergency Contact Number	
Flat No and Building	
Payment Status (Paid or Pending)	
Payment Receipt Number	
SPSU Employee Name	
Designation	
Department	
Self-Declaration: <ol style="list-style-type: none"> 1. I am in good health and physically fit to use the gymnasium facilities at SPSU. 2. I do not have any medical conditions, injuries, or illnesses that would prevent me from safely participating in gym activities. 3. I acknowledge and agree to abide the rules and regulation of the SPSU gymnasium. 4. I understand that failure to comply with the rules and regulations mentioned in the SOP if gym may result in suspension or revocation of my gym access privileges. 5. I also acknowledge that SPSU is not responsible for any injury or health issue that may arise from my use of the gym facilities. 	
Date:	Signature

For Office Use:

Received By:

Date Received:

Verification of Fees:

Director Sports

SPSU