




GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

F.No.GGSIPU/GA)/2013/

Dated: 5/12/13

NOTICE

The Standard Operating Procedures SOP(s) has been established for the usage and operation of Women's Gymnasium of the University approved by the Hon'ble Vice-Chancellor, is enclosed herewith.


Pankaj Agrawal
Deputy Registrar(GA)

Copy to: -

1. Dean USBT
2. Dean USICT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)
28. JR (AC & SS)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. Joint Registrar (P&P)
32. DR (PR)
33. DR (Purchase)
34. Incharge (Personnel)
35. Chairman UCITIM (with request to upload the same on University website)
36. Chief Warden
37. Warden Boys Hostel I, II
38. Warden Girls Hostel I, II
39. AR(Estate)
40. AR (Security)
41. AR (Stores)
42. AR to VC (for information)
43. AR to Registrar (for information)
44. University Health Center
45. Office Copy


Pankaj Agrawal
Deputy Registrar(GA)

Standard Operating Procedures for the operation of Women's Gymnasium

The standard operating procedures establishes procedures and responsibilities for University employees/students/family members for the usage and operation of Women Gym of the University.

I. Eligibility and Access:

- i) The gym facility are for the primary use of girl students of the University, hostlers/day scholars and female of the University.
- ii) Female employee residents of the University.
- iii) Students/staff of the University are required to carry their ID Cards issued by the University
- iv) Students/staff has to make their entry in the Entry Register while entering the gym and after using the facility.

II. Age requirement:

The female students below the age of 18 years are not permitted and not authorized to use any fitness facility.

III. Timings:

- i) Monday to Friday: 7:00 a.m. to 9:00 a.m., 1:00 p.m. to 2:00 p.m. 4:00 p.m. to 7:00 p.m.
- ii) Saturday, Sunday: 7:00 a.m. to 7:00 p.m.
- iii) The coach/assigned employee will be responsible for enforcing posted hours of operation.
- iv) The gym will be opened and closed in accordance with the posted hours of operation.
- v) Announcement will be made at 30 minutes prior to closing and 15 minutes thereafter.

IV. Instructor/Coach/University Incharge:

- i) Responsible for coordinating the correction of deficiencies noted during the inspection of gym by the authorities.
- ii) Coach to provide the basic education and training to the students/staff.
- iii) Ensuring the gym and surrounding environment are regularly cleaned and maintained.
- iv) Monitoring gym use to check it accords with this policy.
- v) Managing gym applications.
- vi) Developing and applying gym rules and administrative procedures appropriate to the facility.
- vii) Maintaining gym equipment in good working order and keeping it that way.
- viii) Will not accept any personal article from the student/staff for safe keeping purpose.

- ix) The Instructor/Coach/University Incharge are required to wear a shirt or suits to maintain a neat and clean appearance.
- x) The personnel on duty at normal closing time will conduct a thorough inspection of the entire building to ensure that all the students/staff have departed, windows and doors are properly secured, all lights are turned off, outside night lights are turned on and all equipments and room is locked.
- xi) It is a responsibility for the control of all keys to door rooms and equipment located in the facility in the key box.

V. Responsibility of students/staff using the gym facility

- i) It is the sole responsibility of the user student/staff of the University to take care of his belongings and all other items.
- ii) Gym user must not knowingly place there on safety or that of others in jeopardy.
- iii) Gym users must report at any situations or practices that place their on or the health of other, at risk.
- iv) Gym users must know the "Rules of the Gym", the activities, potential risk and how to avoid any mishappening.
- v) Gym user must take pre-training and warm up activity from the present coach.
- vi) Gym user must not use the facility if having the following injuries:
 - a) Muscle strains to the back or limbs
 - b) Sprains or injuries to ligaments, fractures.
 - c) Internal or external bleedings such as bruising or minor cuts.
 - d) Head injury, heat and cold related injuries, spinal injuries, etc.
- vii) The gym user must use protective or other safety equipment and familiarize with the facilities available.

VI. Dos and Donts:

- i) Food and beverages is not permitted inside the gymnasium.
- ii) Only drinking water is allowed.
- iii) The introduction, possession or consumption of alcoholic beverages or any other intoxicating agent is prohibited in the gym or within 50 feet of the building.
- iv) Personal athletic equipment are not allowed.
- v) Street shoes or any shoes that will mark floor are not allowed.
- vi) Appropriate athletic attire must be worn while utilizing all fitness facilities.
- vii) Jeans, dress pants, cut offs, etc. are prohibited.
- viii) The users using profanity unsportsmen like conduct, or any similar action will be directed to leave the gym. The security officer/police will be called if request is not adhere to. The individual's name, status, address and telephone number will be taken and reported to the University Higher Authorities.
- ix) Smoking is not permitted.

VII. Equipment usage:

- i) To provide each user user's time on the equipment will not exceed 20 minutes, when others are waiting.

- ii) If instructions are needed please consult the staff/coach on duty prior to using equipment.
- iii) Gym user will remain in the area and be available when the machine become available, or forfeit their time slots.
- iv) No equipment will be sign out of the gym.