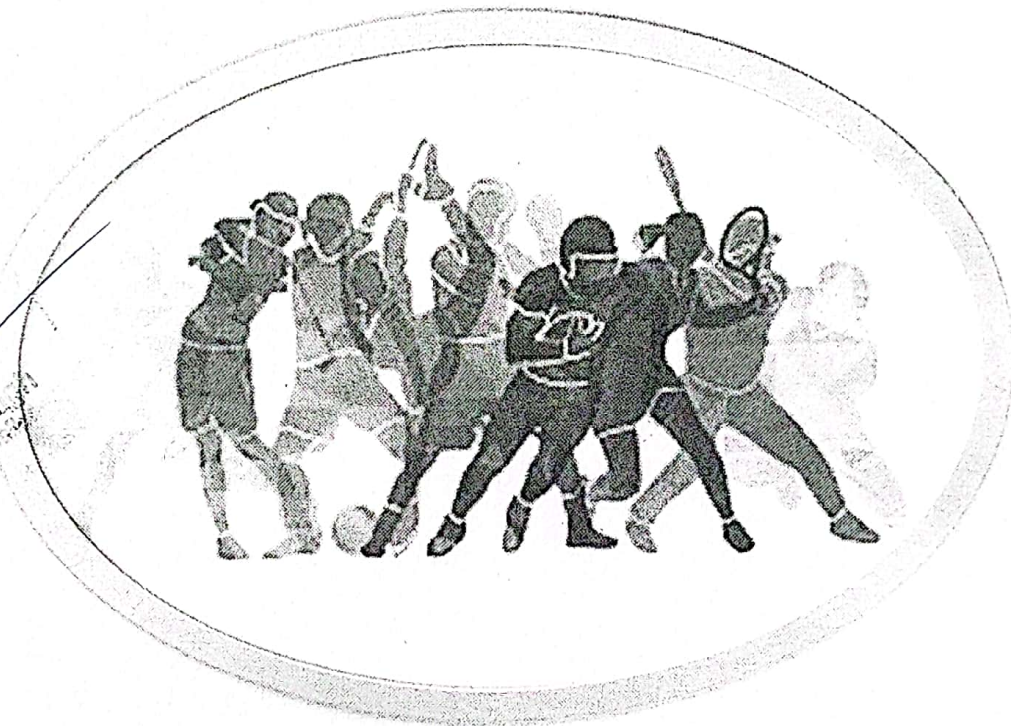




UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES
SAIFAI, ETAWAH- 206130 (UP)



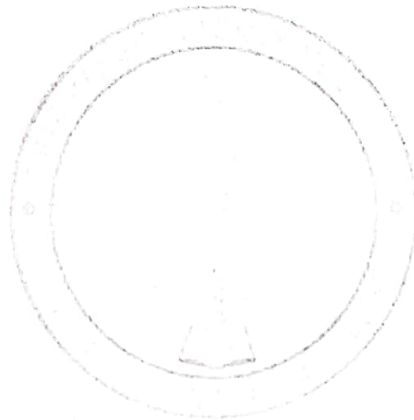
STANDARD OPERATING PROCEDURE
FOR MULTIPURPOSE HALL, PARAMEDICAL &
ITS UTILIZATION

Approved
[Signature]
U.P. U.M.S.
Saifai, Etawah

[Signature]
Sandeep

PREFACE

Sports play a vital role in the development of overall personality of the individual including body, mind and spirit. Active participation of the students in competitive sports generates a spirit of healthy participation in daily life. The University provides the congenial environment for the student's participation in sports, games & gymnasium. The Paramedical campus has a multipurpose hall for conducting indoor games like badminton, table tennis, gymnasium, etc. for the physical fitness and healthy wellbeing among the students.



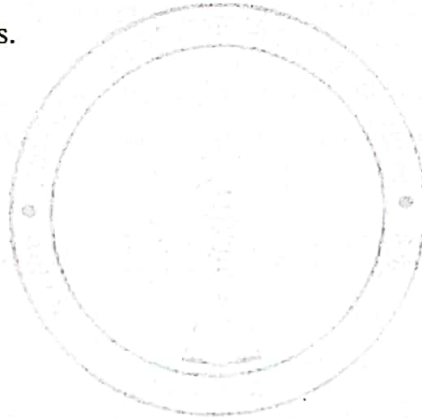
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OBJECTIVES

➤ **The objectives of the SOP of Multipurpose Hall, Paramedical**

1. To provide guidelines for motivating the students.
2. Identifying individual sports competencies, forming gaming teams representing University & facilitating them to participate in various sports competitions.
3. To provide guidelines for activities to transform the students physically fit for participation in varied sports and game competition.
4. To provide the guidelines for up gradation, utilization and maintenance of sports infrastructure and facilities.



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A signature that appears to be "Sandeep" with a checkmark.

**CONSTITUTION OF COMMITTEE FOR MULTIPURPOSE HALL,
PARAMEDICAL**

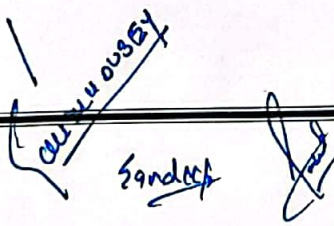
S.no	Committee	
1	Chairperson	1
2	Member Secretary	1
3	Treasurer	1
4	Member	2

RESPONSIBILITY OF CHAIRPERSON

1. **Overseeing different committee responsibilities:** Ensuring that the committee meets its obligations.
2. **Implementing decisions:** Making sure decisions made during meetings are executed.
3. Serving as a signatory for the Multipurpose Hall, Paramedical for legal and financial matter

RESPONSIBILITIES OF MEMBER SECRETARY

1. Organizing meetings: Setting the agenda and leading the meetings effectively.
2. Identifying students interested in sports competitions and forming competitive teams.
3. Developing an annual sports and games action plan for each academic year in consultation with the committee Members.
4. Assessing infrastructure and facility requirements for sports, games, and the gymnasium; submitting proposals for procurement and overseeing the maintenance and utilization of resources.
5. Encouraging and guiding students to participate in a range of sports and games events.
6. Maintaining detailed records of student attendance, achievements, and awards in sports and games at university, regional, state, national, and international levels.
7. Responsible for all the assets of Multipurpose Hall, Paramedical.



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RESPONSIBILITY OF TREASURER

1. Financial record keeping

- a) Maintaining detailed and accurate records of member's fee & caution money
- b) Collecting Dues & Fee
- c) Preparing and presenting regular reports to the committee

RESPONSIBILITIES OF MEMBER

1. He/ She Will be responsible for work allocated by committee
2. He/ She Will Attend meetings chaired by Higher- Authorities
3. He/ She Will Develop a schedule for student sports activities and recommend dedicated practicehours for students in their chosen sports or games.
4. He/ She will Encourage and train students in their specific sports and games, promoting maximumparticipation

Note- There will be voting in every two years to reframe/ elect the new committee members.

UTILIZATION & MAINTENANCE PROCEDURE
(FACILITIES)

1. **Ground Floor:** - Playing Hall, Gymnasium, Separate toilets for male & female, separate changing room for male & female and in charge office.
2. **First Floor:** - 2 rooms for table tennis & toilets.
3. **Second Floor:-** 1 room for store purpose.
4. **Records of Multipurpose Hall, Paramedical**
 - a) Membership Register - (Member Secretary)
 - b) Account Register - (Treasurer)
 - c) Inventory Register - (Member Secretary)
 - d) Caution Money - (Treasurer)
 - e) Grievance Register - (Members)
 - f) Records of Minutes of Meetings - (Member Secretary)

Sanjay
Sandeep

GUIDELINES FOR MEMBERSHIP

Who can become member

All faculty members, doctors, staff of university and only students of Faculty of Paramedical Sciences, Pharmacy & Nursing are entitled to become member.

Rights of Members-

- 1- Only members can participate in annual meeting
- 2- Members can participate in voting for framing new committee.

Who can become associate member

- A) Only Dependents of Employee of university can become associate member
(Note- Associate member cannot participate in annual meeting and voting. There fee will same as members. No caution money will be charged by them).
- B) Membership will be given to the associate member only under the condition that any of their family member should be working in UPUMS and they should also have membership of multipurpose hall, Paramedical.
- C) For availing membership of Multipurpose Hall, Paramedical, the candidate must fill membership form verified by concerned Dean and they must deposit Rs. 100 per month (faculty/doctors/staff) with a caution money of Rs.3000 and Rs.50 per month (students) with a caution money of Rs.1000.
- D) Caution money will be refunded when member will decide to surrender the membership of Multipurpose Hall, Paramedical. If any damages, fines, unpaid dues etc. will be recovered from caution money.
- E) All members will have to deposit advance annual fee at once.
 - a) For Faculty (1000)
 - b) For Students (500)
- F) All members and their dependent will be issued a photo identity card with a registration number. Entry to the Multipurpose Hall, Paramedical will be permitted only to those with proper I card that must be deposited to the caretaker upon entry to the Multipurpose Hall, Paramedical and will be returned when the member leaves Multipurpose Hall, Paramedical.
- G) Members willing to play badminton, table tennis are required to bring their own rackets, shuttle cocks and other sports gear. These will not be provided by Multipurpose Hall, Paramedical.

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UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCE,
SAIFAI ETAWAH

GUIDELINES FOR FINANCIAL MANAGEMENT

MULTIPURPOSE HALL, PARAMEDICAL

1. **Bank account:** Monthly fee and caution money will be deposited in Account name Gymnasium, Account No. – 728110100001759, IFSC Code- BKID0007281, Bank of India, Saifai. All the expenditure of maintenance of equipment's will be carried Out by the same account.

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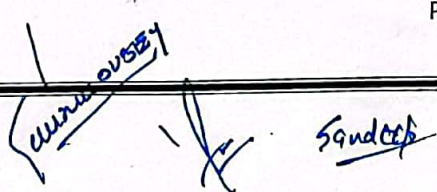
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CONDUCT RULES

Members are expected to uphold a standard of decency and decorum while in the Multipurpose Hall, Paramedical. This includes respectful behavior toward other members and adherence to hall rules and guidelines. Any member found creating a disturbance, engaging in inappropriate conduct, or displaying disruptive behavior may face immediate action by the committee. The committee reserves the right to ask such individuals to leave the premises to maintain a respectful environment. Repeated instances of misconduct or severe infractions may lead to the suspension or permanent termination of the member's access and privileges in the MP Hall, ensuring a safe and harmonious experience for all members.

GUIDELINES FOR AN OPTIMAL GYM EXPERIENCE

1. The gymnasium is not allowed for minors (below 18 year).
2. Persons suffering from hypertension, Diabetic mellitus, coronary artery disease, chest pain on exertion/rest, asthma, swelling feet, vertebral disease, seizure disorder and any other disorder will not be allowed to use gymnasium. The member must submit a medical certificate from the Medical Board of UPUMS.
3. All the members must wear a proper dress code in gymnasium (T-shirts, Lower & sports shoes).
4. Keep the equipment where it belongs after use.
5. Be mindful of your surroundings.
6. Bring a personal towel & use it.
7. Avoid the chitchat.
8. Do not hog the equipment.
9. First Aid box: A first aid box is always available for the students in case of any emergency.


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UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES
SAIFAI, ETAWAH

APPLICATION FORM

Application for membership/renewal of membership of Multipurpose Hall, Paramedical

I hereby apply for membership/renewal of the Multipurpose Hall, Paramedical. I have reviewed the Rules and Regulations and fully agree to adhere to them. I understand that any violation of these rules by me or my family members may result in termination of my membership.

- 1. Name of the Employee/ Student _____
- 2. Designation/Program _____ Department _____
- 3. Residential Address _____

- 4. Mobile No. _____

5. Details of Family members:

S. No.	Name	Age	Gender	Relationship
a				
b				
c				

- 6. Caution Money Rs. _____ deposited, vide Receipt No. _____ Dated _____
- 7. Annual Fee Rs. _____ deposited vide Receipt No. _____ Dated _____

Signature of Applicant

Handwritten signatures and stamps:
[Stamp: UNIVERSITY OF MEDICAL SCIENCES]
[Signature: Sandeep]

UNDERTAKING

I, _____ of Department, UPUMS, Saifai hereby declare that my family members and I will abide by the Rules and Regulations of the Sports Complex. I have been explained about the risks of using the Multipurpose Hall, Paramedical. I will be solely responsible for any kind of mishap to me or my family members, the Sports Committee will have no liability for the same. The sports Committee has full right to suspend or terminate my membership if I am found indulging in any kind of misbehavior or creating any disturbance or violating any rules.

Signature

Name

Date:

MEDICAL FITNESS CERTIFICATE

I, Dr. _____, have examined Sri/Smt _____ and his/her family members (names mentioned below) on _____ and have found them medically fit/unfit for using the Multipurpose Hall, Paramedical.

- 1. Fit / Unfit
- 2. Fit / Unfit
- 3. Fit / Unfit
- 4. Fit / Unfit

Signature of Doctor : _____
Name : _____
Designation : _____
Department : _____
Date: _____

(Handwritten signatures and marks)
 Sandeep



CAUTION MONEY REFUND FORM

Multipurpose Hall, Paramedical

Name of The Faculty/Student	
Designation (if Applicable)	
Biometric ID/ Enrollment No	
Faculty/Department / Program	
Mobile Number	
Email Address	
Date of joining/Admission in Multipurpose Hall, Paramedical	
Bank Account Number	
Name of the Bank & Branch	
IFSC code	
Total Caution money Deposited	
NOTE- If any damage, fines, unpaid dues etc. will be deducted from the caution money	

I..... hereby request the refund of the caution money deposited at the time of admission in Multipurpose Hall, Paramedical. I confirm that there are no outstanding dues or liabilities towards the university, and all borrowed items (if any) have been returned. I understand that the refund will be processed after verification of my details and subject to the university's policies.

I further declare that the details provided above are accurate to the best of my knowledge.

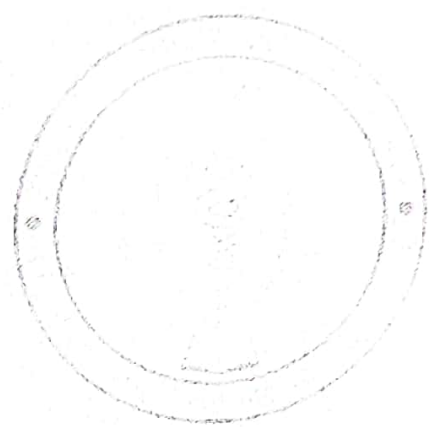
Signature of Applicant

Signature
Sandeep

FOR OFFICE USE

Unpaid due Amount	
Total Amount to be Refund	RS.....In words (.....)

Signature of Chairperson



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← Amended by →
↓
Sandep