



UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES

SAIFAI, ETAWAH- 206130 (U.P)



**STANDARD OPERATING PROCEDURE
FOR GYMNASIUM, FACULTY OF MEDICINE
UPUMS, SAIFAI**

PREFACE

Sports play an essential role in the holistic development of an individual, shaping not only physical fitness but also mental strength, emotional resilience, and spiritual growth. Engaging in competitive sports fosters key life skills such as discipline, teamwork, perseverance, and a healthy sense of competition. These skills extend beyond the sports arena, positively influencing personal, academic, and professional aspects of life. By participating in sports, individuals learn to work towards goals, handle adversity, and appreciate the importance of consistency, all of which are integral to success in any field.

Recognizing the importance of sports, the University has created an environment that encourages students to engage in a wide range of sporting activities. This includes both recreational and competitive sports, as well as fitness programs designed to improve overall well-being. On the Medical campus, located conveniently near the academic block, the University boasts a state-of-the-art multipurpose hall that serves as the central hub for indoor sports and physical fitness. The facility is equipped with amenities such as badminton and table tennis courts, as well as a fully equipped gymnasium. These resources are provided to help students stay physically active, reduce stress, and maintain a balanced lifestyle.

The primary aim of these facilities is not just to improve physical health, but also to contribute to the mental well-being of students. Physical activity is known to reduce stress, boost mood, and enhance cognitive function, all of which help students succeed in their academic work. By participating in sports, students also develop resilience and focus—qualities that help them handle challenges and setbacks both in their studies and future careers.

In addition to academic excellence, the University's commitment to promoting sports reflects its dedication to nurturing well-rounded individuals. The emphasis on sports and fitness ensures that students not only excel in their chosen fields of study but also grow into confident, healthy, and dynamic individuals who can thrive in diverse environments. By encouraging students to embrace an active lifestyle, the University is preparing them to be well-balanced professionals who can contribute meaningfully to society. Ultimately, sports at the University serve as a powerful tool for building strong, capable, and confident individuals ready to face the challenges of tomorrow.

OBJECTIVES

Objectives of the SOP for the Gymnasium Hall at UPUMS

1. To outline strategies for encouraging and motivating students to incorporate physical fitness and sports into their daily routines.
2. To identify individual fitness levels and sports competencies, form teams representing the University, and facilitate their participation in local, national, and international sports competitions.
3. To provide guidelines for structured fitness programs and activities designed to enhance physical fitness, strength, and endurance, enabling students to excel in diverse sports and competitions.
4. To establish protocols for the continuous upgradation, optimal utilization, and systematic maintenance of gymnasium equipment and related facilities.
5. To promote a culture of holistic health and wellness by integrating fitness, stress management, and mental well-being initiatives within gymnasium activities.
6. To ensure accessibility and inclusivity of gymnasium facilities for all students, irrespective of their fitness levels or athletic skills.
7. To provide training resources and opportunities for professional development in sports and fitness under the guidance of experienced coaches and trainers.
8. To foster team spirit, leadership, and a sense of discipline among students through group fitness sessions and sports events.
9. To encourage innovation in fitness routines, introducing modern equipment and emerging trends to keep students engaged and motivated.
10. To promote collaboration between departments for organizing inter-disciplinary sports and fitness activities within the campus.

CONSTITUTION OF SPORTS & GYMNASIUM COMMITTEE IN
GYMNASIUM HALL IN NEAR ACADEMIC BLOCK

S. no	Committee	
1	Chairperson Vice Chancellor UPUMS	1
2	Member Secretary Dean Faculty Of Medicine	1
3	Secretary Gymnasium	1
3	Member	2

Responsibilities of the Chairperson, Gymnasium

1. **Committee Oversight:** Ensuring that all committee members fulfill their designated responsibilities effectively, maintaining accountability, and fostering teamwork within the committee.
2. **Implementation of Decisions:** Ensuring that decisions made during meetings are communicated clearly and executed efficiently, aligning with the goals of the gymnasium and sports programs.
3. **Signatory Authority:** Serving as the official signatory for legal and financial matters related to the Multipurpose and Gymnasium Sports Complex, ensuring compliance with institutional policies.
4. **Strategic Planning:** Leading the development of long-term strategies for enhancing gymnasium facilities, infrastructure, and programs to meet the evolving needs of students and staff.
5. **Resource Allocation:** Approving the allocation of resources, schedules, and budgets to ensure optimal utilization of gymnasium facilities and assets.
6. **Policy Development:** Establishing and updating guidelines, rules, and policies for the operation and management of the gymnasium and sports complex.
7. **Conflict Resolution:** Addressing and resolving any disputes or challenges that may arise within the committee or among users of the gymnasium.

8. **Representation:** Representing the gymnasium and sports complex at university-level meetings and other external forums, advocating for necessary support and resources.
9. **Monitoring and Evaluation:** Reviewing the performance of gymnasium activities, infrastructure utilization, and student participation, and recommending improvements for continuous enhancement.
10. **Stakeholder Engagement:** Collaborating with students, faculty, and external organizations to promote a culture of sportsmanship, fitness, and wellness on campus.
11. **Safety Assurance:** Ensuring the implementation of safety protocols, periodic inspections, and the availability of necessary emergency resources like first aid kits.
12. **Event Supervision:** Overseeing the organization and execution of major gymnasium-related events, competitions, and fitness programs to ensure their success.
13. **Mentorship and Guidance:** Providing mentorship to committee members, students, and staff, fostering a supportive environment for personal and professional growth.

Responsibilities of the Secretary, Gymnasium

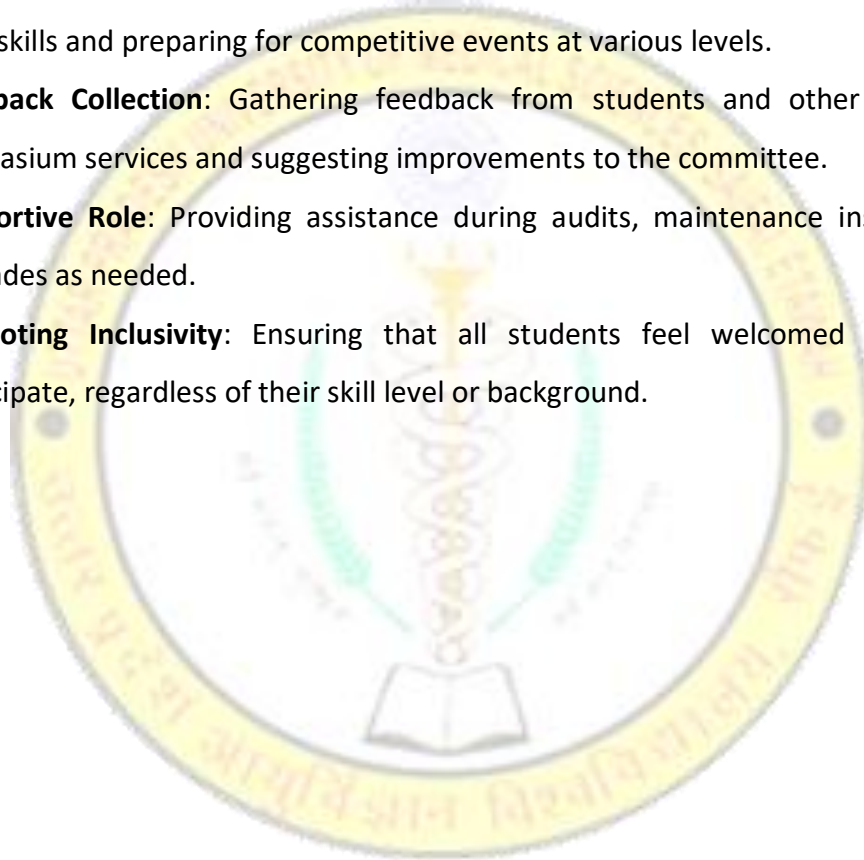
1. **Organizing Meetings:** Setting the agenda, coordinating schedules, and leading meetings effectively to ensure productive discussions and decisions.
2. **Student Engagement:** Identifying and motivating students interested in sports competitions and assisting in forming competitive teams.
3. **Annual Action Plan:** Preparing an annual sports and games action plan in consultation with committee members, including goals, events, and initiatives for the academic year.
4. **Infrastructure Assessment:** Evaluating the needs for sports, games, and gymnasium facilities, submitting proposals for procurement, and ensuring timely maintenance and optimal utilization of resources.
5. **Encouragement and Guidance:** Inspiring and guiding students to actively participate in a wide range of sports, games, and fitness activities to promote holistic development.
6. **Record Maintenance:** Keeping comprehensive records of student attendance, participation, achievements, and awards in various sports events, including university, regional, state, national, and international levels.

7. **Asset Management:** Ensuring the proper care, inventory, and security of all assets within the Multipurpose Hall and Gymnasium Sports Complex.
8. **Event Coordination:** Planning, organizing, and supervising intra-university and inter-university sports events and fitness programs.
9. **Safety Compliance:** Ensuring the implementation of safety protocols and availability of first aid facilities within the gymnasium and sports complex.
10. **Resource Allocation:** Managing the allocation of gymnasium schedules and resources efficiently to meet the needs of all students and staff.
11. **Communication:** Acting as the primary point of contact for the committee, students, and faculty regarding sports and fitness activities.
12. **Feedback and Improvement:** Collecting feedback from students and faculty and recommending improvements for better gymnasium and sports experiences.
13. **Budget Management:** Assisting in preparing and monitoring the budget for gymnasium operations and sports activities in collaboration with the committee.

Responsibilities of a Member, Gymnasium

1. **Task Execution:** Taking full responsibility for completing tasks and duties assigned by the Gymnasium Committee in a timely and efficient manner.
2. **Meeting Participation:** Actively attending meetings chaired by higher authorities and contributing valuable input to discussions and decision-making processes.
3. **Scheduling Activities:** Developing and managing a schedule for student sports activities, ensuring proper time allocation for dedicated practice sessions in various sports and games.
4. **Student Engagement:** Encouraging and training students in their chosen sports or games, fostering maximum participation and enthusiasm.
5. **Event Coordination:** Assisting in organizing and executing sports and fitness events, ensuring smooth operations and active student involvement.
6. **Monitoring Progress:** Observing and tracking the development and performance of students in sports activities, providing constructive feedback to enhance their skills.
7. **Resource Management:** Collaborating with other members to ensure the efficient utilization of gymnasium facilities, equipment, and other resources.
8. **Promotion of Wellness:** Advocating for fitness and wellness activities, motivating students to adopt a healthy lifestyle and make regular use of gymnasium resources.

9. **Conflict Mediation:** Assisting in resolving any issues or conflicts among gym users or participants in sports events to maintain a positive environment.
10. **Compliance with Guidelines:** Ensuring that students adhere to the gymnasium's rules, dress codes, and safety protocols during activities and practices.
11. **Collaboration with Chairperson and Secretary:** Working closely with the Chairperson and Secretary to implement policies, programs, and other initiatives aimed at enhancing the gymnasium's functionality.
12. **Mentorship:** Acting as a mentor to students interested in sports, guiding them in refining their skills and preparing for competitive events at various levels.
13. **Feedback Collection:** Gathering feedback from students and other stakeholders about gymnasium services and suggesting improvements to the committee.
14. **Supportive Role:** Providing assistance during audits, maintenance inspections, or facility upgrades as needed.
15. **Promoting Inclusivity:** Ensuring that all students feel welcomed and encouraged to participate, regardless of their skill level or background.



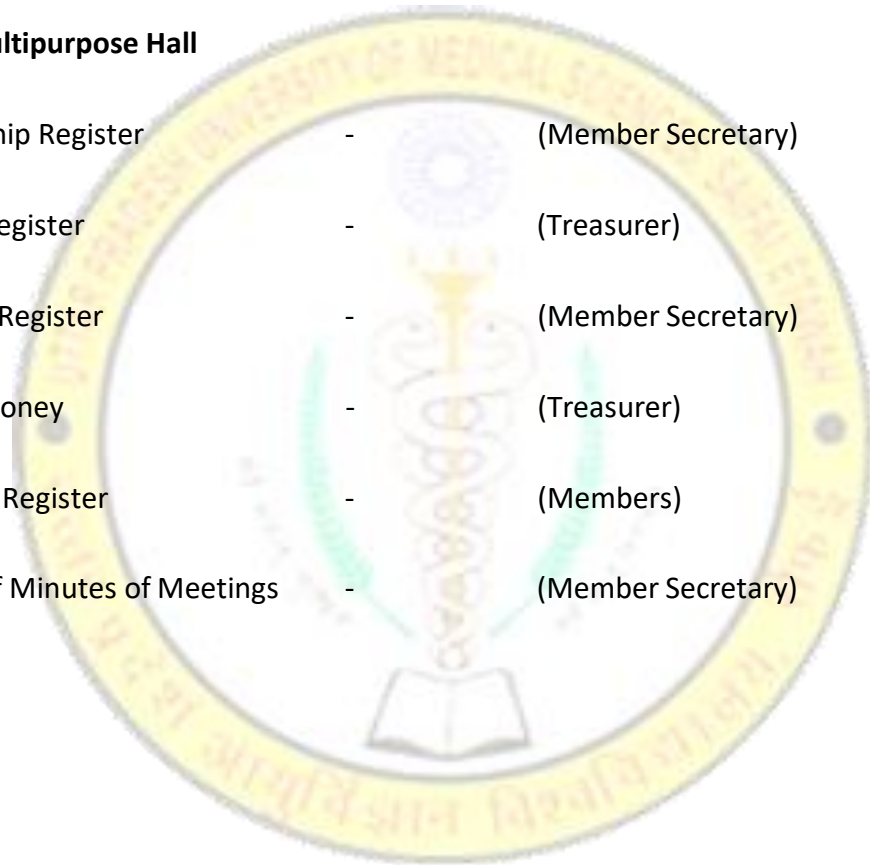
UTILIZATION & MAINTENANCE PROCEDURE
(FACILITIES)

1. Ground Floor: - **Badminton** 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, Indoor Games & toilets

3. Records of Multipurpose Hall

- | | | |
|-----------------------------------|---|--------------------|
| 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) |



GUIDELINES FOR MEMBERSHIP AND FEE STRUCTURE

Gymnasium Membership

All faculty members, doctors, staff of university and students of Faculty of medical Sciences are entitled to become member.

Associate membership

- Only Dependents of Employee of university can become associate member (Note- Associate member cannot participate in annual meeting and voting)
- 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

Membership Fee Structure

- A. For availing membership of Gymnasium Hall, the candidate must fill membership form verified by concerned Dean**
- B. They must deposit Rs. 100 per month (faculty/doctors/staff) with caution money of Rs.3000 and Rs.50 per month (students) with caution money of Rs.1000.**
- C. Account details for fee deposition –**
 - a. A**
 - b. A**
 - c. a**
- D. Caution money will be refunded when member will decide to surrender the membership of Gymnasium hall. If any damages, fines, unpaid dues etc. will be recovered from caution money.**

Rules and Regulations for Gymnasium Use

To ensure a safe, hygienic, and conducive environment, all users must adhere to the following rules and regulations when using the gymnasium:

1. Proper Attire:

- Members must wear appropriate gym attire, including T-shirts, track pants, or workout gear, along with proper sports shoes.
- Clothing should promote safety and comfort while maintaining decency.

2. Safety Precautions:

- Follow all safety instructions provided by gym staff or displayed within the premises.
- Warm-up and stretch before workouts to prevent injuries.
- Avoid overexertion; exercise within your fitness capacity.

3. Use of Equipment and Weights:

- Handle gym equipment responsibly and with proper technique to prevent accidents.
- Use weights and machines with the appropriate gear, such as gloves and belts, where necessary.
- Return weights and equipment to their designated spots after use.

4. Surrounding Safety:

- Be mindful of others around you; avoid actions that may endanger or inconvenience fellow members.
- Maintain a safe distance while others are exercising to prevent interference or injury.

5. Hygiene:

- Bring a personal towel to wipe down equipment after use.
- Maintain personal hygiene; ensure cleanliness before entering the gymnasium.
- Dispose of litter responsibly in designated bins.

6. Membership and Identity Cards:

- All members and associate members will be issued a photo identity card with a unique registration number.
- Entry to the gymnasium is permitted only upon presenting this ID card to the caretaker.

- ID cards must be deposited upon entry and retrieved when leaving the gymnasium.
- Membership is strictly non-transferable, and only the individual named on the ID card will be granted access.

7. Access Guidelines:

- Access is limited to designated gym hours; members are expected to vacate the premises promptly at closing time.
- Minors (under 12 years) are not permitted to use the gymnasium facilities.

8. Equipment and Personal Gear:

- Members intending to play badminton, table tennis, or similar sports must bring their own rackets, shuttlecocks, or sports gear, as these are not provided by the gymnasium.

9. Conduct:

- Maintain decorum within the gym; avoid loud conversations, inappropriate language, or disruptive behaviour.
- Respect the staff, fellow members, and gym property.

10. Prohibited Items and Activities:

- The use of mobile phones during workouts is discouraged to ensure focus and safety.
- Eating or drinking (except water or energy drinks) within the gymnasium is prohibited.
- Smoking, vaping, or any other form of substance use is strictly forbidden.

11. First Aid and Emergency:

- A first aid kit is available for minor injuries; report any accidents to the staff immediately.
- Members are advised to inform the gym management of any pre-existing medical conditions.

12. Non-Compliance:

- Violation of any rules may result in warnings, suspension, or cancellation of gym membership.

These guidelines are in place to ensure a safe, clean, and enjoyable environment for all members. Cooperation and adherence to these rules are mandatory.

Gymnasium Timing





UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCE,
SAIFAI ETAWAH

GUIDELINES FOR FINANCIAL MANAGEMENT

Gymnasium HALL

1. **Bank account: Monthly fee and caution money will be deposited in Account of Gymnasium, UPUMS. All the expenditure of maintenance of equipment's will be carried Out by the same account.**



Guidelines for Conduct in the Gymnasium Hall

1. All members are required to maintain a high standard of decency and decorum within the Gymnasium Hall. This includes showing respect to fellow members, staff, and property, and strictly adhering to the established rules and guidelines.
2. Disruptive behaviour, inappropriate conduct, or any action that creates a disturbance will not be tolerated. Members found engaging in such activities may be subject to immediate action by the committee, including being asked to leave the premises to ensure a respectful and conducive environment for everyone.
3. Repeated instances of misconduct or serious violations of the rules may result in stricter measures, including suspension or permanent revocation of membership and access privileges. These measures are intended to uphold a safe, respectful, and harmonious experience for all users of the Gymnasium Hall.

Guidelines for an Optimal Gymnasium Experience

1. **Age Restriction:**
 - Minors below the age of 12 years are strictly prohibited from using the gymnasium facilities.
2. **Health Clearance:**
 - Individuals with pre-existing health conditions such as hypertension, diabetes, coronary artery disease, chest pain during exertion or rest, asthma, edema (swelling of feet), vertebral disorders, seizure disorders, or any other medical condition must obtain health clearance before using the gym. A valid medical certificate from the Medical Board of UPUMS is required.
3. **Dress Code:**
 - Proper gym attire is mandatory, including T-shirts, track pants or lowers, and appropriate sports shoes. This ensures safety, comfort, and hygiene.
4. **Equipment Etiquette:**
 - After using gym equipment, ensure it is properly returned to its designated place. This helps maintain an organized and accessible workout environment.

5. Safety Awareness:

- Always be aware of your surroundings to prevent accidents. This includes ensuring that gym equipment is used properly and that there are no obstructions in walkways.

6. Personal Hygiene:

- Bring and use your own towel during workouts to maintain hygiene and comfort. Wipe down equipment after use to ensure it is clean for the next user.

7. Focused Environment:

- Avoid engaging in unnecessary conversations or distractions while using the gym. Maintaining focus on your workout ensures both productivity and safety.

8. Equipment Sharing:

- Be considerate of others, especially during peak hours. Do not monopolize equipment; allow others to use it as needed.

9. First Aid Availability:

- A first aid kit is available on-site for minor injuries. In case of an emergency, promptly notify gym staff for immediate assistance.

10. Hydration:

- Bring your own water bottle to stay hydrated during your workout. Drinking sufficient water helps prevent dehydration and improves performance.

11. Time Limit:

- Be mindful of time limits on gym equipment during peak hours to ensure all members have an opportunity to use the equipment.

12. Cleanliness:

- Always wipe down the equipment after use. This helps maintain a clean, hygienic environment for all members.

13. Compliance with Rules:

- Follow all gym rules and instructions from staff. Cooperation ensures the safety and satisfaction of all members.

14. Liability:

- The gymnasium management and fitness trainers are not responsible for any injuries, accidents, or damages that may occur while using the equipment.

15. Personal Belongings:

- Members are advised not to bring valuable items to the gym, as the management will not be responsible or liable for any loss, damage, or theft of personal belongings.

16. Amendment of Rules:

- The gymnasium management reserves the right to amend these rules and regulations at any time without prior notice. Members will be informed of any significant changes.

By following these guidelines, all members contribute to a safe, efficient, and enjoyable gym experience for themselves and others.

Gymnasium Hall Staff

1. Gymnasium Hall Manager	1
2. Fitness Trainer	1
3. Dietician	1
4. Physiotherapist	1
5. Cleaner	4

Duties of Staff of Gymnasium Hall

1. Gymnasium Hall Manager

Responsibilities of Gymnasium Hall Manager

1. Facility Management and Oversight:

- Ensure the overall cleanliness, safety, and functionality of the gymnasium hall. Oversee daily operations, ensuring all equipment is properly maintained and functional.

2. Staff Supervision:

- Supervise and manage gymnasium staff, including fitness trainers, cleaners, physiotherapists, and other support personnel. Ensure that they are well-trained, motivated, and perform their duties effectively.

3. Member Registration and Enrollment:

- Oversee the registration and membership process, ensuring accurate records of all gym members. Handle membership renewals, cancellations, and new member sign-ups.
- 4. Schedule Coordination:**
- Develop and manage a detailed schedule for gymnasium usage, including personal training sessions, group classes, and maintenance periods. Ensure that the gym is never overcrowded and that each member has access to equipment and facilities.
- 5. Health and Safety Compliance:**
- Ensure that all health and safety regulations are strictly followed, including fire safety, emergency evacuation plans, and first aid procedures. Conduct regular safety checks of the gymnasium equipment and infrastructure.
- 6. Customer/Users Service:**
- Act as the main point of contact for gym members, addressing concerns, handling complaints, and providing assistance as needed. Ensure high levels of member satisfaction by delivering excellent customer service.
- 7. Equipment and Facility Maintenance:**
- Ensure regular maintenance and cleaning of gym equipment and facilities. Coordinate repairs and replacements of faulty equipment. Work with vendors for any equipment upgrades and supplies.
- 8. Budget Management:**
- Manage the gymnasium budget, ensuring that resources are allocated effectively for operational expenses, staff salaries, equipment purchases, and other necessities. Monitor expenses and recommend cost-saving measures when appropriate.
- 9. Program and Class Organization:**
- Work with fitness trainers and other staff to develop and implement fitness programs and group classes that cater to the diverse needs and interests of the gym's members. Schedule and promote these programs.
- 10. Member Feedback and Improvement:**
- Collect feedback from gym members regarding the facilities, programs, and services offered. Use this feedback to make improvements and introduce new services or programs that meet the needs of members.

11. Promotion of Gymnasium:

- Develop and execute promotional campaigns to attract new members and retain existing ones.

12. Conflict Resolution:

- Resolve any disputes or conflicts between members or staff in a professional manner. Ensure a harmonious and respectful environment within the gymnasium.

13. Event Planning:

- Plan and coordinate special events such as fitness challenges, workshops, competitions, or health and wellness days to engage gym members and promote the gymnasium.

14. Financial Reporting and Documentation:

- Keep detailed records of gymnasium income and expenditures. Prepare reports for university authorities or the committee and ensure compliance with financial policies and procedures.

15. Legal and Compliance Oversight:

- Ensure that the gymnasium operates in compliance with all relevant legal regulations, including health, safety, and employment laws. Stay updated with any changes in regulations that might affect gym operations.

16. Staff Training and Development:

- Organize training sessions and workshops for gymnasium staff to enhance their skills and knowledge. Ensure they are well-versed in customer service, safety protocols, and gym equipment maintenance.

17. Inventory Management:

- Monitor and maintain stock levels for gym supplies such as cleaning materials, towels, and gym accessories. Ensure timely restocking and proper use of all resources.

18. Report Generation:

- Regularly provide reports on gymnasium usage, member participation, equipment status, and financial performance to the higher management or committee.

19. Maintaining a Positive Atmosphere:

- Foster a welcoming and supportive environment within the gymnasium, where all members feel comfortable and encouraged to reach their fitness goals.

By fulfilling these responsibilities, the Gymnasium Hall Manager ensures the smooth, efficient, and effective operation of the gymnasium, contributing to a positive experience for all members and staff.

2- Fitness Trainer-

Responsibilities of Fitness Trainer in Gymnasium Hall

1. Personalized Fitness Assessments:

- Conduct initial fitness assessments for gym members to determine their current physical condition, strengths, weaknesses, and fitness goals (e.g., weight loss, muscle gain, endurance, flexibility).

2. Designing Customized Workout Plans:

- Develop personalized workout programs tailored to each member's fitness level, health conditions, and goals, ensuring they are safe, effective, and achievable.

3. Instruction and Demonstration of Exercises:

- Teach and demonstrate proper exercise techniques and movements to ensure safe execution and prevent injury. This includes explaining form, posture, breathing, and equipment usage.

4. Monitoring Member Progress:

- Regularly track and monitor the progress of each member, adjusting workout plans as necessary based on improvements, setbacks, or changing fitness goals.

5. Providing Motivation and Support:

- Encourage and motivate gym members during their workouts, helping them stay focused, positive, and determined to achieve their goals.

6. Promoting Safety:

- Ensure all exercises are performed safely by closely monitoring gym members and making adjustments to their form or technique as needed. Ensure that all gym equipment is used properly and safely.

7. Injury Prevention and Rehabilitation:

- Advise on injury prevention strategies and offer guidance on recovery exercises. Work with the physiotherapist to help injured members safely return to exercise once they are medically cleared.

8. Group Training Sessions:

- Conduct group classes or training sessions in various formats (e.g., circuit training, HIIT, yoga, strength training) to promote community engagement and fitness goals.

9. Education and Guidance:

- Educate gym members on the importance of regular exercise, strength training, cardiovascular fitness, and flexibility. Provide information on lifestyle choices that contribute to overall health and well-being.

10. Setting and Evaluating Goals:

- Help members set realistic, measurable fitness goals and assist them in achieving those goals through structured training programs. Regularly evaluate progress and adjust goals and plans as necessary.

11. Providing Nutritional Guidance:

- Offer general guidance on how nutrition can complement training efforts. While not a substitute for a dietician, provide basic advice on fueling for workouts and recovery.

12. Maintaining a Clean and Safe Environment:

- Ensure the gym area is clean, well-organized, and free of hazards. Encourage members to respect the gym equipment and surroundings to maintain a positive and safe workout environment.

13. Emergency Response:

- Be trained in first aid and CPR and be ready to respond in case of emergencies. Ensure quick and appropriate action is taken in the event of injuries or health incidents.

14. Adherence to Fitness Trends:

- Stay updated with the latest fitness trends, techniques, and exercises. Attend workshops or fitness seminars to continue learning and incorporating new methods into training sessions.

15. Providing Post-Workout Guidance:

- Guide members on post-workout recovery techniques, including stretching, hydration, and rest. Recommend effective recovery exercises and routines to reduce soreness and speed up recovery.

16. Ensuring Member Satisfaction:

- Build strong, supportive relationships with gym members by offering encouragement, answering questions, and creating a welcoming atmosphere for all fitness levels.

17. Equipment Management and Maintenance:

- Ensure gym equipment is in good working condition and report any malfunctions or required repairs to the appropriate authorities. Educate members on proper usage to extend the lifespan of the equipment.

18. Promoting Consistency:

- Encourage regular attendance and consistency in workouts, helping members understand the importance of sustained effort to reach fitness goals.

By fulfilling these responsibilities, the fitness trainer plays a key role in helping members improve their physical fitness, achieve their personal goals, and create a positive, effective training environment within the gymnasium hall.

3 - Dietician-

Responsibilities of Dietician in Gymnasium Hall

1. Nutritional Assessment:

- Conduct individual nutritional assessments for gym members to understand their dietary habits, lifestyle, and specific fitness or health goals (e.g., weight loss, muscle gain, performance enhancement).

2. Personalized Diet Plans:

- Create customized meal plans based on members' fitness goals, health conditions, and any dietary restrictions, ensuring that each plan supports their workout regimen and overall well-being.

3. Guidance on Proper Nutrition:

- Educate gym members on the importance of balanced nutrition, offering advice on macronutrients (proteins, carbs, fats), micronutrients (vitamins, minerals), and hydration, to maximize energy levels, endurance, and recovery.

4. Sports Nutrition:

- Provide specialized nutrition advice for athletes or individuals engaging in intense physical activity, including guidance on pre- and post-workout meals, supplements, and optimal nutrient timing to enhance performance and recovery.

5. Weight Management Support:

- Offer guidance on healthy weight management strategies, whether for weight loss, weight gain, or maintaining an ideal weight, ensuring members follow safe and sustainable dietary practices.

6. Meal Planning and Preparation Tips:

- Help gym members with meal planning, portion control, and healthy cooking techniques that align with their fitness goals, making nutrition accessible and manageable.

7. Supplementation Advice:

- Provide expert recommendations on the use of nutritional supplements (e.g., protein powders, vitamins, and minerals), ensuring that they are safe, effective, and compatible with individual health and fitness needs.

8. Monitoring Progress:

- Regularly monitor and evaluate the progress of gym members, adjusting diet plans as needed based on changes in fitness goals, body composition, or performance levels.

9. Collaboration with Trainers:

- Work closely with gym trainers and physiotherapists to ensure that nutritional plans align with exercise routines and rehabilitation goals, creating a holistic approach to fitness and health.

10. Educational Workshops and Seminars:

- Organize and lead workshops on topics such as healthy eating, sports nutrition, hydration, and diet myths to educate gym members about the role of nutrition in overall health and fitness.

11. Healthy Eating Awareness:

- Promote the importance of maintaining a healthy and balanced diet, focusing on whole foods, organic choices, and reducing reliance on processed or unhealthy foods.

12. Allergy and Dietary Restriction Management:

- Provide guidance on managing food allergies, intolerances (e.g., gluten or lactose), and specific dietary restrictions (e.g., vegan, keto), ensuring that members' nutritional needs are met while adhering to these requirements.

13. Post-Workout Nutrition:

- Advise on post-workout nutrition, emphasizing the importance of refueling muscles with the right combination of protein, carbs, and fats for optimal recovery.

14. Preventing and Addressing Eating Disorders:

- Be vigilant in identifying signs of disordered eating behaviors and provide appropriate support, guidance, and referrals for members who may require professional help.

15. Monitoring and Updating Nutrition Programs:

- Stay updated with the latest research in sports nutrition, dietetics, and wellness trends, ensuring that advice and meal plans reflect current best practices and scientific evidence.

16. Food Safety and Hygiene Education:

- Educate members on safe food handling practices, including proper storage, cooking, and preparation methods, to prevent foodborne illnesses and ensure optimal nutrient retention.

17. Dietary Compliance:

- Ensure that members adhere to their dietary plans by offering ongoing support, motivation, and adjustments as required, ensuring the success of their nutritional and fitness goals.

By fulfilling these responsibilities, the dietician plays a vital role in supporting the gym's holistic health approach, helping members optimize their nutrition to complement their exercise routines and achieve their desired fitness outcomes.

4- Physiotherapist -

Responsibilities of Physiotherapist in Gymnasium Hall

1. Initial Assessment:

- Conduct initial assessments of gym members' physical conditions, identifying any existing injuries, limitations, or areas requiring attention before they begin their workout routine.

2. Personalized Exercise Plans:

- Develop and recommend customized exercise and rehabilitation programs for individuals with specific health conditions or injuries to ensure safe and effective participation in gym activities.

3. Injury Prevention:

- Educate members on injury prevention techniques, including proper warm-up, cool-down, and stretching exercises, to minimize the risk of injury during workouts.

4. Rehabilitation Support:

- Provide physiotherapy support to members recovering from injuries, including supervising rehabilitation exercises, offering manual therapy, and using modalities like heat, cold therapy, or ultrasound as appropriate.

5. Monitoring Progress:

- Track the progress of members undergoing physiotherapy, adjusting exercise plans as needed to enhance recovery or improve overall fitness levels.

6. Posture and Technique Guidance:

- Advise gym members on proper posture and body mechanics during exercise to avoid strain or injury, especially when lifting weights or using gym equipment.

7. Emergency Response:

- Be prepared to provide immediate first aid or emergency physiotherapy interventions in case of an injury or medical emergency in the gym.

8. Collaboration with Gym Staff:

- Work closely with gym trainers and management to coordinate individualized fitness plans for members, ensuring a holistic approach to physical health.

9. Injury Report Documentation:

- Maintain detailed records of injuries, treatments, and rehabilitation progress for all members receiving physiotherapy services. Ensure confidentiality and compliance with privacy regulations.

10. **Educational Workshops:**

- Organize and lead workshops or seminars on topics like injury prevention, ergonomic exercises, or sports-specific conditioning to enhance the overall health and wellbeing of gym members.

11. **Provide Advice on Equipment Use:**

- Offer expert advice on the proper use of gym equipment for members with specific rehabilitation or fitness goals, ensuring safety and correct technique.

12. **Motivating and Encouraging Members:**

- Provide encouragement and motivation to members during their rehabilitation or fitness journey, helping them stay committed to their recovery or fitness goals.

13. **Health and Safety Compliance:**

- Ensure that all physiotherapy practices comply with health and safety regulations, including the use of sanitary equipment and adherence to the gym's hygiene protocols.

14. **Regular Feedback to Gym Management:**

- Report regularly to gym management on the physiotherapy needs of members and suggest improvements in the gym's facilities, equipment, or programs to enhance overall member wellbeing.

15. **Post-Workout Recovery Support:**

- Assist members with post-workout recovery techniques, such as stretching routines, foam rolling, or mobility exercises, to promote muscle recovery and reduce soreness.

By fulfilling these responsibilities, the physiotherapist plays a crucial role in enhancing the physical health and safety of gym members, providing professional support that complements the fitness and rehabilitation goals of each individual.

Responsibilities of Cleaner in Gymnasium Hall

1. **Daily Cleaning:**

- Perform routine cleaning tasks, including sweeping, mopping, and disinfecting floors, equipment, and other surfaces to maintain a hygienic environment.

2. **Equipment Maintenance:**

- Regularly wipe down and sanitize gym equipment, such as weights, machines, and mats, ensuring they are clean and safe for use.

3. **Restroom Hygiene:**
 - Ensure that the restrooms are clean, stocked with necessary supplies (e.g., toilet paper, soap, etc.), and well-maintained throughout the day.
4. **Trash Management:**
 - Empty trash bins and replace liners regularly. Dispose of waste properly and ensure that the gym area remains free of litter and debris.
5. **Tidiness of Locker Rooms:**
 - Maintain cleanliness in the locker rooms by ensuring benches, lockers, and floors are cleaned and sanitized. Report any maintenance issues with lockers or facilities.
6. **Spot Cleaning:**
 - Respond promptly to any spills, stains, or accidents in the gymnasium and take immediate action to clean them up.
7. **Floor Care:**
 - Ensure that gym floors are free of dirt, dust, and debris by using appropriate cleaning materials and techniques to avoid damage and ensure safety.
8. **Air Quality Control:**
 - Ensure proper ventilation within the gym to maintain air quality and prevent any buildup of unpleasant odors. Open windows if applicable and maintain air conditioning systems as needed.
9. **Periodic Deep Cleaning:**
 - Carry out periodic deep cleaning tasks, such as washing walls, deep cleaning upholstery, and sanitizing high-touch areas like door handles and light switches.
10. **Health and Safety Compliance:**
 - Follow all health and safety guidelines, including using appropriate cleaning agents and wearing personal protective equipment (PPE) when necessary.
11. **Report Maintenance Issues:**
 - Report any damages, malfunctioning equipment, or any other issues related to cleanliness or safety to the gymnasium management immediately.
12. **Ensure Cleanliness in Surrounding Areas:**
 - Take responsibility for the cleanliness of the gym's entrance, parking lot, and any external areas that are part of the gymnasium's facilities.

13. **Maintain Supplies:**

- Ensure that cleaning supplies and materials are stocked and in good condition, and report when supplies need to be replenished.

By following these responsibilities, the cleaner helps create a welcoming, safe, and hygienic environment that enhances the overall gym experience for all members.





**UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES SAIFAI,
ETAWAH**

APPLICATION FORM

Application for membership/renewal of membership of Gymnasium Hall

I hereby apply for membership/renewal of the Gymnasium Hall at UPUMS, Saifai. 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
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a

b

c

6. Caution Money Rs. _____ deposited, vide Receipt No. _____ Dated _____

7. Annual Fee Rs. _____ deposited vide Receipt No. _____ Dated _____

Signature of Applicant

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 and Gymnasium. 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 and gymnasium.

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

Signature of Doctor : _____

Name : _____

Designation : _____

Department : _____

Date: _____



UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES, SAIFAI, ETAWAH

CAUTION MONEY REFUND FORM

Gymnasium HALL Medical College Campus

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 Gymnasium hall, medical college Campus. 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

FOR OFFICE USE

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

Signature of Chairperson

