



**Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR
CENTRE FOR SFC(Sports & Fitness Centre)**

No.	AIKTC/SOP/Center_ SFC/01
Rev.	00
Date	28/04/2023
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- 1. PURPOSE:** To promote and improve physical fitness in students and to motivate them to participate at district, state and national level in various sports competitions. To build students interpersonal skills through indoor and outdoor sports activities/competitions
- 2. SCOPE:** Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC), provides sports material, Health Centre for use by students and staff of the College.
- 3. RESPONSIBILITY:** All concerned members of constituted SFC.

Prof. Irfan Jamkhandikar (Controller-Sports)
Prof. Mohsin Khan (Controller-Fitness)
Prof. Nafe Momin (Co-ordinator-SoET)
Prof. Furqan Fakih (Co-ordinator-SoP)
Prof. Rajat Sonawane (Co-ordinator-SoA)
Prof. Kamlesh Gade (Co-ordinator-SoA)
Ms. Nazneen Palekar (Co-ordinator -Library)

4. DEFINITION:

Sport - an activity involving physical exertion and skill in which an individual or team competes against another or others for entertainment.

Sports Secretary - The person who is chosen to keep a record of all the decisions and discussions that are held by the group is called the secretary. This role is a very important one and should be taken by someone who has the skills and commitment needed. A sports secretary must be appointed within the student council guided by council incharge.

5. ABBREVIATIONS:

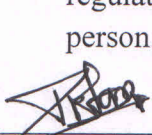
SFC-Sports & Fitness Centre, SI-Sports Incharge, SS- Sports Secretary, GYM: Gymnasium, HC: Health Centre , ODS: Outdoor Sports, IDS: Indoor Sports

6. PROCEDURE :

**STANDARD OPERATING PROCEDURE (S.O.P.) CONDITIONS TO USE
HC , GYM, ODS & IDS**

6.1 - Duties.

- Each co-ordinator must advise and inform the Controller who is in charge and responsible for the Sports and Fitness activity.
- The SFC reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to sports or any other person.


Center Controller


Director



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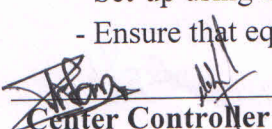
- Individuals/Student will be held responsible for any damage caused to the equipment's or building property during their act of play. AIKTC shall not be held responsible for any personal injury or loss of personal property during their time in the campus.
- Only approved equipment may be used in the mentioned sports and the SFC reserves the right to refuse equipment considered unsuitable for the said sport.
- "No Smoking" policy operates throughout the College site and 100 mtr around the campus.
- No food shall be consumed in the GYM or in the sports rooms if allotted.
- The students shall not use the facilities for any purposes other than that specified on the application form or approval letter from SI
- The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- The Cordinators shall ensure that all areas are cleared before locking the college gates.
- The students shall follow the rules and the regulation for the safety of members of the College and all the other users of the HC
- The student in charge should be present at all times while the group are using the facilities.
- Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

6.2 - Responsibilities.

- Ensure the safe opening and closure of the HC & GYM.
- Respond to any emergencies in accordance to our procedures.
- Address any behaviour or sports related issues immediately.
- Ensure the smooth operation of the sports, HC & GYM.
- In charges and Coordinators are responsible and are authorised to open and close the Health centre.
- Any damage or deficiency is to be please report to the Controller & Store Incharge

6.3 - Setting Up and Setting Down of equipment

- All equipment must only be set up / set down by Incharge / instructor. Appropriate care must be taken when setting up or setting down of equipment, to reduce the risk of injuries. Appropriate footwear must be worn.
- Please follow set up and set down procedure:
Set Ups
 - Be aware of surroundings (low ceilings, light fittings, etc)
 - Move equipment carefully from storage area
 - Place equipment in correct position
 - Ensure that the safety procedures are followed when setting up equipment, taking care not to trap fingers, hands or feet
 - Set-up using assistance if required.
 - Ensure that equipment is set up correctly and all safety measures are followed


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- Students must enter the receiving list of equipment in the authorized register.

Set Downs

- Set down equipment using assistance if required
- Ensure that it has been left in the correct position and in good working order
- Report any equipment issues on the Log Sheet
- Students must return utilized sports material to Stores and enclose in register

6.4 - Lost Property

- Any lost property left in the sports, HC or GYM must be recorded and logged. All details are to be recorded on the lost property sheet.

6.5 - Safety and First Aid

- Emergency equipment comprises First Aid Kit box located with store.

6.6 - Regulations

In the interest of hygiene and safety, all users of the sports and fitness centre shall comply with the regulations.

Regulations for the Safety of Members of the College and all the other users of the Sports and Fitness Centre:

The HC & GYM is used by various students at any one time and these rules are provided for the safety of all users.

1. No child under the age of 16 years shall be admitted or allowed to remain on the premises unless accompanied by an Instructor.
2. No outdoor footwear shall be worn in the sports halls, HC & GYM
3. Anyone abusing the facilities or causing malicious or unnecessary disturbance shall be asked to leave and will be excluded from the centre.

7. TARGET

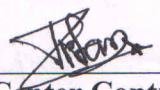
To promote and improve physical fitness in students. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

8. REFERENCES:

- 8.1. Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

9. RECORDS

- 9.1. Separate registers to be maintained for male students and female students utilizing the premises of the gymnasium.


Center Controller


Director