**SOP FOR BAHRIA UNIVERSITY GYMNASIUM**

Bahria University Sports Gymnasium has been constructed to provide healthy routine to the stakeholders of Bahria University. It is state of the art facility, fully equipped with necessary equipment and machinery for the benefit of its users. In order to maintain this facility and to ensure smooth conduct of activities pertaining to Gymnasium, following operating procedures are to be followed:

**MANAGING COMMITTEE**

1. The general administration of the Gymnasium will be the overall responsibility of a Managing Committee, comprising of following members:

1. Director Islamabad Campus President
2. Director Sports Secretary
3. Dy. Director (A&C) – BUIC Member
4. Sports Incharge – BUIC Member

2. The mandate of the Managing Committee is as follows:

1. To oversee overall management and handle administrative matters pertaining to the Gymnasium.
2. To make & update instructions, as and when required, for the usage of Gymnasium facilities.
3. To manage any disciplinary issues pertaining to staff and all member categories of the Gymnasium.
4. To process membership application of the relevant categories.
5. To maintain record of the sports events in the Gymnasium and its usage status.
6. To perform any additional task(s) as specified by the Competent Authority.

3. The committee shall hold its quarterly meetings to discuss the issues/matters and problems pertaining to the Gymnasium and its management.

**MEMBERSHIP**

4. The membership of BU Gymnasium shall be offered to following stakeholders of Bahria University:

1. Bahria University Staff/Faculty members.
2. Bahria University Students
3. Bahria University Alumni
4. Naval Personnel
5. Families of Bahria University Officers/Faculty members

5. The members’ category at serial number ‘a’ & ‘b’ of para-4 will not be required to apply for membership. Their entry will be permitted on producing University ID Card at the reception.

6. The members’ category at serial number ‘c’, ‘d’ & ‘e’ (Para 4) will have to formally apply for the membership, on the prescribed membership form (Annexure 1). The membership is to be approved by the President Managing Committee.

7. The membership fee for the above categories will be as follow:

1. Bahria University Staff/Faculty members. Free
2. Bahria University Students Free
3. Bahria University Alumni Rs.2,400/- per annum per person
4. Naval Personnel Rs.2,400/- per annum per person
5. Families of Bahria University Officers/Faculty members Rs.2,400/- per annum per person

8. The payment for membership, where applicable, is to be collected on half-yearly basis (biannually). The schedule of payment to be followed is as follow:

1. Jul – Dec Payment Deadline: On or before 30th Jun
2. Jan – Jun Payment Deadline: On or before 31st Dec

9. The payment is to be made in cash, to the Accounts Office of BUIC. In case of non-payment, the member will not be allowed to use the facility of BU Gymnasium.

10. The individuals interested to avail the membership in between any of above sessions, are to be charged full membership fee of the relevant session.

**GYMNASIUM TIMINGS**

11. The above member categories (Para 4) will be allowed to avail the facility of Gymnasium between 08:30am and 08:30pm. In order to avoid conflicting requirements, if any, the Managing Committee may follow a system of booking.

12. The specific timings for male/female and individual games inside the Gymnasium Hall are to be decided by the Managing Committee.

13. The above timings shall not be applicable in case of any officially organized event and practice session in the Gymnasium Hall.

14. The timings, during the month of Ramadan, are to be revised in accordance with Bahria University working hours, by the Managing Committee.

**CHARGES FOR OUTSOURCING THE GYMNASIUM FACILITY**

15. Any external party interested to avail the facility of Bahria University Gymnasium must request 15 days in advance. Such requests are to be made in writing, addressed to the President Managing Committee. The approval, or otherwise, will be decided by the Managing Committee depending on availability.

16. Following charges will be applicable in case the Gymnasium Facility is outsourced to any external party:

1. Higher Education Commission of Pakistan Free
2. Any Public Sector University of Pakistan Rs.15,000/- per day
3. Any Public Sector organization of Pakistan Rs.20,000/- per day
4. Any Private University of Pakistan Rs.25,000/- per day
5. Any Private Sector organization of Pakistan Rs.30,000/- per day
6. Any other Rs.35,000/- per day

**DISCIPLINARY ISSUES:**

17. The instructions for using the Bahria University Gymnasium, and its facilities, by different member categories, are to be defined by the Managing Committee. These instructions should be clearly written at the entrance of the Gymnasium Building.

18. Cases of any misconduct are to be handled by the Sports Staff in the Bahria University Gymnasium. In case of violation of any instruction, the Sports Incharge should inform the Dy. Director (A&C). Based on severity of the violation, the case is to be referred to the Managing Committee, which may take any of the following actions:

1. Written warning.
2. Penalty as prescribed by the Managing Committee.
3. Cancellation of membership.

19. In case, any staff member is found to be involved in non-disciplinary act or misbehavior with the members and other Gymnasium staff, the case is to be referred to the Managing Committee. The committee shall then take appropriate actions as per Bahria University rules and regulations governing University employees. Such complaints are to be noted on a complaint/suggestion register that is to be maintained at the reception of Gymnasium. The Dy. Director (A&C) must check and sign the register on weekly basis. Any actions against the complaint or suggestion received must be taken on priority basis.

**GYMNASIUM MAINTENANCE:**

20. General maintenance of Gymnasium will be the overall responsibility of the Sports Incharge of BUIC.

21. In addition, regular visits by the relevant companies to be arranged for the maintenance of electronic and mechanical equipment inside the Gymnasium Hall and the Fitness Center. The President Managing Committee is to engage any such relevant company and sign contract for regular maintenance. Under no circumstances, any equipment or machinery is to remain non-operational for more than 4 weeks period.

22. The Sports Incharge must inform Dy. Director (A&C) of any wear and tear inside the Gymnasium, in writing, and the faulty machinery or equipment should be repaired within stated time period.

23. The cleaning staff of the Gymnasium should always be available during the working hours. It will be the responsibility of the Sports Incharge to ensure that all Gymnasium facilities are properly cleaned and well maintained.

24. A log of all the machinery and equipment, inside the Gymnasium, should be maintained. Each room must have inventory record, mentioning the machinery/equipment available and its status (i.e. operational/non-operational). The record should be checked and updated on daily basis by the Sports Incharge – BUIC.

**SECURITY/SAFETY**

25. Security/Safety of the Gymnasium, along with all fittings/fixtures/portables is the responsibility of Sports Incharge.

26. There must be CCTV cameras installed inside the Gymnasium covering all angles inside the Gymnasium Hall and all Exits and Entry points.

27. Individuals will be responsible for safety/security of their belongings. However, the Gymnasium staff will be available to handle any emergencies during Gymnasium timings. The medical staff of the Sick Bay must be on call to handle any medical requirements.

28. Necessary fire-fighting equipment should be available and in working condition, at all time, inside the Gymnasium. The staff of the Gymnasium should be fully trained to operate any such equipment.

**FINANCES:**

29. The funds generated from the Gymnasium, as a result of outsourcing, membership fee & penalties, must be maintained in a separate account at BUIC. These funds are to be utilized for any maintenance or for upgrading the Gymnasium facility.