



Standard Operating Procedures for Sports, Auditorium & Receptions

Our college administration aims overall developments of the Students. Hence lot of importance is given for sports & Cultural & other recreational activities'. Standard protocol regarding utilization of facilities is laid and implemented by the MNR Administration.

Sports:

1. All staff /students should show their ID cards when entering the sports store for issue of items.
2. Sports complex and Gymnasium shall be maintained by physical educators and competent technical personnel's.

3. All staff/students should enter their details in sports items issue register for issue of sports equipment.
4. All staff/students should utilize the sports facilities in the allotted slot only.
5. All staff/students should play the sports with sporting spirit and in a disciplinary manner.
6. All Equipment should be returned to sports store in time and in a good condition and name to be strike off from the issue register.
7. Sports activities involving children must be monitored by a parent.
8. The number of people allowed to be present at a sports venue must be Limited based on the suitability of the venue.
9. All activities at these venues must be monitored by employees on duty. Notice boards to be kept with all important information.

Auditorium:

1. Concerned Coordinator must check the Auditorium and test all the systems along with the media which to be used (if any) one day prior to the event.
2. Prior request to be submitted for additional audio or video facility to competent authority 02 days before event.
3. If Power Backup is required a separate permission letter from the Competent authority must be attached.
4. No eatables or water will be allowed inside the Auditorium. No fixture or furniture must be moved without permission of Auditorium In-charge during the event.

5. Convener and Coordinator must report to the Auditorium well in advance before the commencement of the event for the smooth conduct of the event.
6. Coordinator will be responsible for conduction of whole event as per the program schedule.
7. Organizer is responsible for any kind of the damage caused in the Auditorium during the event.
8. At end of the event Convener needs to submit Signature Sheet of all the Participants of the event including guest, photographs and video of the event and brief report in hard and soft copy to Auditorium In-charge within two working days.
9. Convener must ensure that a proper decorum and discipline is maintained before, during and after event and will be sole responsible for any kind of indiscipline by participants.
10. Permission to be obtained from competent authority before 02 days prior the event.
11. Auditorium in-charge to make sure that the auditorium is ready in all aspects like electrical and logistics support well in advance before the event.
12. Event should be conducted as per the agenda and schedule.
13. Items should be secured as per the norms after completion of the event.
14. Booking Form For Auditorium has to be submitted to Assistant Director.
Booking Form For Auditorium:

No.	Name	of	the	Applicant:
<hr/>				
Name		of		Institution:
<hr/>				

Phone _____ (O) _____ : _____ Mobile _____ (R)

E-Mail : _____

Program _____ details _____ in _____ brief _____

Date of Booking (From Date) _____ (ToDate) _____

Total days _____

Shift: 7.00 am to 11.00 am

11.00 am to 3.00 pm

3.30 pm to 7.30 pm

7.00 pm to 12.00 pm

I, _____ hereby declare that all the information provided by us / declared by organization is true at the best of our knowledge & faith and the terms & conditions mentioned overleaf are accepted.

Place : _____ Date : _____

Applicant's Signature/Stamp

Gymnasium:

1. All staff/students should use the gymnasium in the allotted timings only. The timings are as follows:-

Students:-	Morning	-	0600 hrs to 0800 hrs
	Evening	-	1500 hrs to 1700 hrs

Staff:-	Morning	-	0600 hrs to 1000 hrs
	Evening	-	1700 hrs to 1900 hrs

2. All staff/students to clean their footwear thoroughly before entering the gym.
3. All staff/students should carry their ID cards and enter their details in the register kept at the entrance before entering and strike off before exit.

4. All staff/students should use the machinery and equipment properly with utmost care.
5. All staff/students should maintain discipline in the gym.
6. Close or sign any equipment that cannot be used due to space constraints.
7. No gathering before and after using the gym.
8. All Staff/students should use the machinery and train under the guidance of Sports in-charge.
9. All staff/students should use the gym according to the gender as separate gyms are available.