

Gym User Guidelines

Effective Date: 1st September 2025

To ensure a safe, hygienic, and respectful environment for all users, please adhere to the following guidelines while using the gym facilities:

1. General Conduct

- Use of the gym is **restricted to registered members** only.
- **Please sign in and sign out** at the reception before and after using the facility.
- Treat equipment, fellow users, and facility coordinators with **respect and courtesy** at all times.
- Please maintain decorum in the facility. Loud or abusive behavior, harassment, or disruptive conduct will not be tolerated.

2. Dress Code

- Wear **appropriate workout attire**: comfortable sportswear and closed-toe shoes/ non-marking shoes (NSC gym).
- T-shirts/tops are mandatory at all times.
- Carry a **clean towel** to wipe sweat from machines and benches after use.

3. Hygiene & Cleanliness

- Maintain **personal hygiene**.
- Use a **towel or mat** while using benches or yoga/stretching areas.
- Dispose of waste in the bins provided.
- Do not spit or litter inside the gym premises.

4. Use of Equipment

- Use equipment only for its **intended purpose** and follow all recommended instructions.
- **Limit time** on cardio machines during peak hours (typically 20-30 minutes).
- **Re-rack weights** and return all equipment after use.
- Do not drop weights unnecessarily.
- Do not carry weights to other rooms from its designated place.

5. Safety Guidelines

- It is recommended that you warm-up and cool down before and after workouts.

- **Report any faulty or damaged equipment** to the gym staff immediately.
- Consult the gym instructor for guidance if unsure about any exercise or machine.
- Children below the permitted age are not allowed inside the gym area.

6. Timings & Attendance

- Adhere strictly to the **designated gym hours** and use the facility in your allotted time slot only.
- Each gym slot will be **limited to 55 minutes with effect from September 1, 2025**. A bell will ring to signal the end of each session, indicating that users must vacate the gym. **Strict adherence to the revised timings is expected from all members.**
- Late entry beyond the scheduled time may not be permitted.
- Vacate the gym promptly after your session.

7. Health & Medical

- Users should be **medically fit** to engage in physical activities.
- Inform the trainer of any **medical conditions or injuries**.

8. Personal Belongings

- Avoid bringing valuables to the gym.
- The gym management is **not responsible for lost or stolen items**.

9. Mobile Phones

- Keep phones on **silent mode** inside the gym.
- Refrain from prolonged phone conversations or video calls.
- Do not record videos or take photos of others without permission.

10. Disciplinary Actions

- Violation of rules may lead to **warnings, suspension, or cancellation** of membership.
- The decision of the gym management will be **final and binding** in all such matters.

sd/-

Chairperson, SPEC

& Faculty In-Charge, Physical Education Section.

Gym User Registration Guidelines

Effective Date: 1st September 2025

1. Registration Timings:

Registrations will be accepted only between 10:00 AM to 4:00 PM. This measure is intended to help manage overcrowding at the counter during active gym sessions.

2. Pro-Rata Fee Structure for Mid-Month Enrolment:

- Members joining between 1st to 10th of any month will pay the full monthly fee.
- Members joining between 11th to 20th of any month will pay two-thirds (2/3) of the existing monthly membership fee.
- Members joining between 21st to the last day of the month (30th/31st) will pay one-third (1/3) of the regular monthly membership fee.

3. Withdrawal from Monthly Subscription:

Once a monthly subscription has commenced, no refund will be granted for withdrawal after partial usage.

4. Withdrawal from Semester or Annual Subscription:

- In case of withdrawal, the regular (non-discounted) monthly fee will be deducted for each month of usage.
- The monthly fee for the ongoing month at the time of withdrawal will also be charged in full.

In case of any dispute, the decision of the Chairperson, SPEC shall be final and binding.

sd/-

Chairperson, SPEC

& Faculty In-Charge, Physical Education Section.