



**GENERAL INSTRUCTION NO 10 DATED 31 AUGUST 2017**

**OPERATION OF MARENA GYM AND SWIMMING POOL AT  
MARENA SPORTS COMPLEX, SMIT**

1. A well-equipped Gym and Swimming Pool of 'MARENA, at SMIT have been thrown open for use by all members on payment basis. All Students, Staff Members and Resident Dependents of Staff Members of SMIT can use the Gym and Swimming Pool facilities after payment of monthly premium facility charges. Premium facility charges for Gym and Swimming Pool are as under :-

S/No	Category of Member	Monthly Charge for member (In Rs)		Monthly Charge per dependent member (In Rs)		Remark
		Gym & Steam	Swimming Pool	Gym and Steam	Swimming Pool	
(a)	Students	400-00	400-00	NA	NA	Need to be deposited with SMIT Accounts
(b)	Staff	400-00	400-00	300-00	300-00	Need to be deposited with SMIT Accounts

2. Monthly charges need to be deposited at SMIT Finance Department and accordingly the members may approach Sports Officer for issue of temporary Identity Card. For issue of Identity Card to members and resident dependents of staff members, the members have to apply in the attached format for obtaining approval of Director, SMIT through Chief Warden who is also the In-Charge of the Sports Complex. On authentication of application for issue of Identity Card to members by Sports Officer/resident dependents by Director SMIT, Finance Department shall accept deposit of monthly charges as applicable.

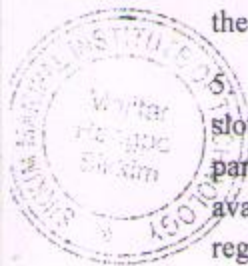
3. For issue of Identity Card, 02 copies of passport size photographs are required and the members who are interested to make use of both facilities, i.e. Gym as well as Swimming Pool, are require to deposit monthly charges as per para 1 above and obtain temporary passes accordingly.

4. If a member willing to deposit monthly charges for multiple months, he may do so. However, in case due to some reason, if the member is not in a position to utilize the premium facilities for some duration, no refund shall be allowed. Irrespective of the date of issue of Identity Card, the monthly charges are fixed and is valid up to the last date of the month. For subsequent use of facilities, charges for the coming month is required to be paid in full afresh.

5. Monthly charges for the next month should be deposited by 25<sup>th</sup> day of the preceding month. Time slots shall be allotted by Sports Officer on first cum first serve basis. Once all the available vacancies in a particular time slot is filled up, Sports Officer will offer available vacancies in other slots. Once all available slots for a month is filled up, Sports Officer shall inform the Finance Department of SMIT so that registration is discontinued for the particular month.

6. The monthly charges to be deposited in cash at SMIT finance counters only. After depositing the charges, the member should immediately report to Gym Reception Counter where allocation of time slots against monthly charges deposited shall be done by Sports Officer.

7. A few time slots shall be made available exclusively for day scholars and staff members also.



8. The allocated timings for Gym and Swimming Pool are as under:-

**On Working Days**

GYM							Remark
Morning			Evening				
Batch/Slot	From	To	Batch/Slot	From	To	Same timing will be followed on holidays	
01 (1 <sup>st</sup> Year)	5 AM	6 AM	01 (Day Scholar)	4 PM	5 PM		
02 (Senior)	6 AM	7 AM	02 (1 <sup>st</sup> Year)	5 PM	6 PM		
03 (Senior)	7 AM	8 AM	03 (Senior)	6 PM	7 PM		
04 (Senior)	8 AM	9 AM	04 (Senior)	7 PM	8 PM		
05 (Senior)	9 AM	10 AM	05 (Senior)	8 PM	8.45 PM		
SWIMMING							Holiday Timings shown separately in the table below.
Batch/Slot	From	To	Batch/Slot	From	To		
	Boys Only			Girls & Lady Faculties			
01 (1 <sup>st</sup> Year Boys & Male Faculty/Staff Members & Resident Dependents)	6.30 AM	8 AM	01 (Day Scholar Girls & Lady Faculty/Staff Member & Girl Resident Dependents)	4 PM	5 PM		
02 (Senior Boys & Male Faculty/Staff Members & Resident Dependents)	8 AM	9 AM	02 (Girls & Lady Faculty/Staff Member & Resident Girl Dependents)	5 PM	6 PM		
03 (Senior Boys & Male Faculty/Staff Members & Resident Dependents)	9 AM	10 AM	03 (Lady Faculties/ Staff Members and Resident Girls Dependents)	6.30 PM	7.30 PM		
04 (Day Scholar Boys & Male Faculty/Staff Members & Resident Dependents)	10 AM	11 AM	04 (Male Faculty/Staff Members & Male Resident Dependents)	7.30 PM	8.45 PM		

**On Sundays and Holidays (Swimming Pool Only)**

**Morning Session (Male only)**

Batch/Slot	Timing	Maximum no of participants	Who all can come
01	6 AM - 7 AM	40-50	1 <sup>st</sup> Year Students, Male Faculty/ Staff & Male Resident Dependents
02	7 AM - 8 AM	40-50	Senior Students other than 1 <sup>st</sup> year & Male Faculty/Staff Members & Male Resident Dependents
03	8 AM - 9 AM	40-50	Senior Students other than 1 <sup>st</sup> year & Male Faculty/Staff Members & Male Resident Dependents.
04	10 AM - 11 AM	40-50	Male Faculty/ Staff & Dependents & Male Resident Dependents (Exclusive)
05	11 AM - 12 AM	40-50	Day Scholar & Male Faculty /Staff Members & Male Resident Dependents
06	12 AM - 1 PM	40-50	Day Scholar & Male Faculty /Staff Members &



### Evening Session (Ladies & Girls Only)

Batch/Slot	Timing	Maximum no of participants	Who all can come
01	4 PM - 5 PM	40-50	Day Scholar & Lady Faculties/Staff Members & Girl Resident Dependents
02	5 PM - 6 PM	40-50	Day Scholar & Lady Faculties/Staff Members & Girl Resident Dependents
03	6 PM - 7 PM	40-50	Senior Students other than 1 <sup>st</sup> year & Lady Faculty /Staff Members & Girl Resident Dependents.
04	7 PM - 8 P M	40-50	Lady Faculty/ Staff Members & Lady Resident Dependents (Exclusive)

9. The brief procedures as given in the succeeding paragraphs will be followed by each and every member meticulously to maintain the sanctity and norms of the gym and swimming pool.

10. All members will have to make entry in the register which will be available at the entry gate. Entry will be permitted only on production of membership card. The Membership Card will be issued only when an application form is endorsed by the SMIT Resident Medical Officer that the member is not suffering from any contagious disease. The endorsement by the Resident Medical Officer is mandatory. All applications of dependent children will be accompanied by date of birth proof like birth certificates.

11. Members are not allowed to enter the pool wearing jewelry, watches and other accessories. If these are worn and lost in the swimming pool, the members themselves shall be responsible.

12. Members have to remove their shoes/slippers before entering the swimming pool area and keep them in the shoe rack. Pets and prams are not allowed in the swimming pool area.

13. Non Members, spectators or any other unauthorized person is not allowed in the pool area. Even members are not allowed as mere spectators, they have to be engaged in utilizing the pool facility.

14. Swimming pool will not be opened if the Life Guard cum Coach is not available. Under any circumstances nobody will be allowed to swim if Life Guard is not available.

15. All members will have to wear proper swimming costume while entering the swimming pool. Swimming costume for boys can be single piece loose trunks falling up to knee level. Swimming costume for girls also should be single piece and should cover up to knee level.

16. All members will have to take proper shower bath before entering and after leaving the swimming pool.

17. Entitled persons with no skin disease, no contagious disease and free from any illness (to be certified by SMIT Dispensary Resident Medical Officer) shall only be allowed inside the pool after endorsement as mentioned in Para 10 above.



18. Children of staff between 12 to 18 years of age will have to be accompanied by parent/guardian. Children below 12 years of age will not be permitted in the swimming pool.
19. Proper Sports /Swimming kit is mandatory.
20. No photography will be allowed.

Place : Majitar, Rangpo

Dated : 31 Aug 2017

To,

1. Joint Director.
2. All Associate Directors
3. All HODs/HOOs
4. Asst Manager, Finance Dept
4. All Notice Boards
5. Hostel Notice Boards
6. MARENA Sports Complex Notice Board
7. Suchana (Faculty and Students)



(Dr. A. Garg)  
Director -

*AG*



## APPLICATION FOR MARENA PREMIUM FACILITY

Applicant:  Student       Faculty       Staff       Dependant

Membership Period:.....

Student Reg No:..... Faculty/Staff Employee ID: .....

Name ..... Department.....

Hosteller/Dayscholar.....

Name of Dependant: ..... Relation with dependent.....

Position and Dept (if Faculty/Staff).....

Age  .....  Date of Birth: .....(DD/MM/YYYY)

Sex      Male      Female      Marital Status       Single       Married

Present Address:

.....  
.....  
.....

Mobile No..... Email Id.....

I hereby declare that all the particulars stated in this for is true. I have read the instructions and understood the rules/regulations and abide.

Enclosed two stamp/passport size photo graphs (1+1)

Date .... / ..... / .....

Signature of the Applicant

Recommendation of TG

Signature of TG

(Recommended/Not Recommended)

(For students' user only)

### FOR OFFICE USE ONLY

Membership # .....

Amount Paid Rs.....

Receipt No .....

Date of Payment .....

Membership Period From .....to .....

Recommendation of SMIT MO     Fit     Not Fit

