

**MANAGEMENT OF 'MARENA' INDOOR SPORTS COMPLEX OF SIKKIM  
MANIPAL INSTITUTE OF TECHNOLOGY**

## **Introduction**

Sikkim Manipal Institute of Technology is proud to present MARENA, a state-of-the-art indoor sports complex and food court. This facility was built to provide students and staff with year-round opportunities for physical activity and sports, especially during the extended monsoon season in the Teesta Valley. The entire complex is under one roof. The indoor courts and other facilities of MARENA are interconnected to the main MARENA facility via a convenient bridge.

## **Indoor Sports Facilities**

- 4 Badminton Courts (1st Floor)
- 1 Basketball Court (1st Floor)
- 2 Squash Courts (Lower Ground Floor)
- Swimming Pool (Lower Ground Floor)
- Gymnasium
- Aerobics, Yoga, and Meditation Rooms
- Steam Rooms (Separate for Ladies and Gentlemen)
- Carom, Chess, and Table Tennis

## **General Information**

- **Opening hours:** The complex is open for students, staff, faculty, and their dependents from 5:00 AM to 9:00 AM and 4:00 PM to 9:00 PM on all working days (excluding National Holidays). All facilities are closed for maintenance every Sunday.



## Registration Fees and Membership:

### Premium Facility (Gym & Steam, Swimming Pool)

- A registration fee (₹. 500/ month Separate for Gym and Swimming) is required for students and staff/faculty and dependant's registration fee is (₹. 400/ month Separate for Gym and Swimming).
- The gym operates on a monthly-based membership system.

### Equipment

- **Personal Equipment:** Members are responsible for bringing their own equipment for racquet sports (racquets, balls, shuttlecocks, etc.) and swimming attire (trunks, shower caps). These items are not provided by the sports complex.

### General Rules

- **Identification:** All residents on campus must have a valid ID card, including dependent family members of teaching and non-teaching staff. However, only regular SMIT students, employees and their dependent family members who permanently reside on campus are allowed to use the facilities.
- **Attire:** Proper clothing and footwear are mandatory. Shoes must be non-marking, and footwear worn outside the complex should not be brought inside.
- **Facilities:** Separate washrooms, changing rooms, and lockers are available for men and women. Limited parking is available for faculty and staff.
- **Guests:** Guests are not permitted in the complex.
- **Conduct:** Members are expected to maintain respectful behaviour. The MARENA manager has the authority to ask anyone who disrupts the peace to leave and may suspend or terminate membership for repeated misbehaviour.
- **Damages:** Members are liable for any damages caused by them.

### Swimming Pool Rules

- **Before Entering:** Remove shoes/slippers and store them in the designated rack. Pets and prams are not allowed in the pool area.



- **Jewellery:** Remove watches, jewellery, and other accessories before entering the pool. Members are responsible for any lost items.
- **Lifeguard:** The pool will only be open when a lifeguard is on duty. Swimming is strictly prohibited without a lifeguard present. The Sports Officer (also the pool manager) is responsible for ensuring this.
- **Swimwear:** Proper swimming attire is mandatory for entering the pool.
- **Showering:** All members must shower before entering and after leaving the swimming pool.
- **Medical Clearance:** Users with any skin conditions, contagious diseases, or illnesses (to be certified by SMIT Medical Officer) that could be aggravated by swimming are not permitted in the pool.
- **Indemnification Bond:** Not required (consider replacing with a clear statement about user responsibility for safety and following pool rules).
- **Spectators:** Non-members, spectators, or any other unauthorized person is not allowed in the pool area. Members using the pool cannot simply be spectators.
- **Children:**
  - Children between 12-18 years old must be accompanied by a parent/guardian.
  - Children between 6-12 years old require both a parent and a swimming coach to be present.
- **Photography:** Not allowed.

### Timings

- The Sports Complex is open from 5:00 AM to 9:00 AM and 4:00 PM to 9:00 PM.
- Facilities like basketball, squash, badminton, table tennis, chess, carom, snooker all are available on a first-come, first-served basis during these hours.

### Management

- The Indoor Sports Complex is functionally managed by the Department of Physical Education and Sports. Convener department of physical education and sports is custodian of all stocks and allotment.



- All supervisory, skilled, and semi-skilled manpower for housekeeping, gardening, and landscaping will be outsourced. These functions will be overseen by the MARENA management with direct support from the housekeeping supervisor and his/her team.

**The S&M Department is responsible for the operation and maintenance of the following:**

- Centrally controlled air conditioners
- Water supply, plumbing, water coolers, and water purifiers
- Electrical supply, including DG sets and UPS systems
- Firefighting systems and fire hydrants
- Repair and maintenance of internal electrical and water supply/plumbing installations
- Allied external water supply, electrical supply, and sewerage systems

### Summary of Manpower Requirements

SL	Description	Unit	Quantity	Remarks
1	Sports Assistant (Male)	No.	1	Plus 12 with Diploma in Physical Education
2	Sports Assistant (Female)	No.	1	Plus 12 with Diploma in Physical Education
3	Lifeguard & Coach (Swimming Pool) (Male) (Outsourced)	No.	1	Plus 12 with Indian Life Saving Society (ILSA) Certification or Equivalent.
	Lifeguard & Coach (Swimming Pool) (Female) (Outsourced)	No.	1	Plus 12 with Indian Life Saving Society (ILSA) Certification or Equivalent.
4	Gym Trainer (Male) (Outsourced)	No.	2	Experience in a Reputable Gym
5	Security Guard (Home Guard)	No.	3	(1 per Shift)
6	AC Mechanic & Supervisor (Outsourced)	No.	1	Also responsible for F Block
7	Swimming Pool Operator (Outsourced)	No.	1	Experience operating a swimming pool
8	Housekeeping Worker (Male) (Outsourced)	No.	5	Plus 12



9	Housekeeping Worker (Female) (Outsourced)	No.	1	Plus 12
10	Sports Attendant (Male)	No.	4	Plus 12 with Interest in Sports
11	Sports Attendant (Female)	No.	1	Plus 12 with Interest in Sports

### Maintenance Responsibilities

- **Convener & Senior Sports Officer:** Holds primary responsibility for maintaining the building, utilities, and sports equipment.
- **Support Staff:**
  - Sports Officer (Female)
  - Sports Assistants
  - Dedicated Housekeeping Supervisor for MARENA

### Complaint Procedures

1. **Complaint Registers:** Maintain separate registers for electrical, plumbing, and carpentry problems.
2. **Daily Reporting:** The staff on duty will ensure all complaints are logged in the appropriate register each morning.
3. **Forwarding Complaints:** Convener & Senior Sports Officer will sign off on relevant complaint passages and forward them to the S&M department for action.

### Building Rapport and Maintaining Efficiency

- Regular liaison visits will be conducted between the Senior Sports Officer, departmental staff, and the S&M department.
- These visits aim to:
  - Build rapport and communication channels.
  - Ensure timely resolution of complaints.

### Sports Equipment Maintenance:

- A separate complaint register will track defects in sports equipment.
- Convener & Senior Sports Officer will initiate repairs through:
  - The S&M department



- Direct contact with the AMC service provider (if applicable)

### **Personnel Roles and Responsibilities**

Detailed descriptions of duties and responsibilities for the following personnel can be found in the corresponding appendices:

- Convener and Senior Sports Officer (Appendix A)
- Lecturer/Sports Officer (Female) (Appendix B)
- Lecturer/Sports Assistants/Swimmig Coach (Appendix C)

### **Sports Attendants**

- A sufficient number of sports attendants will be available during both morning and evening shifts.
- Their primary task is to assist the sports officers and sports assistants in carrying out their duties.

### **Gym Trainers**

- Two gym trainers are available to guide and train staff and students in the gym complex.
- They will work under the direct supervision of the sports assistant or senior sports professionals on duty.

### **Use of MARENA Complex**

- The MARENA complex is primarily for hosting national-level sporting competitions.
- Its use is restricted to sporting events and is not available for social events.

### **MARENA Infrastructure Charges**

To facilitate the use of MARENA facilities on a paid basis, the following infrastructure charges apply:

- **Swimming Pool:** Rs. 21,000.00
- **Squash Court:** Rs. 3,000.00
- **Bowling Court:** Rs. 12,000.00



- **Food Court Dining Hall:** Rs. 35,000.00
- **Multipurpose Hall (including Basketball & Badminton Courts):** Rs. 35,000.00
- **Gym and Meditation Hall:** Rs. 35,000.00
- **Tennis Court:** Rs. 26,000.00

Place: Majitar, Rangpo

Dated: 19 June 2024

To,



A handwritten signature in blue ink, appearing to be "G L Sharma".

[Prof (Dr.) G L Sharma]  
Director

Prof (Dr) G.L. Sharma  
Director  
Sikkim Manipal Institute of Technology  
Majitar, Rangpo - 737136  
East Sikkim (Sikkim)

1. All Associate Directors
2. All HODs/HOOs
3. All Hostel Notice Boards
4. MARENA Sports Complex Notice Board
5. Suchana (Faculty and Students)