

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
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No. NEIGR-GAD/(RC)/108/2014/Pt.V/132

Dated Shillong the 26th April, 2024

C I R C U L A R

This is for general information to all the Faculty, Officers, Staff, Students and Employees (Regular and Outsource) of the Institute that the Institute will Inaugurate a New Gymnasium setups located in the adjacent room of the Indoor Stadium on the 29th April, 2024 at 4:30 P.M and in the Public Utility Block on the First Floor at 4:45 P.M on the same day.

Employees who want to join the NEIGRIHMS Gym can download the Registration Form along with the Standard Operating Procedure (SOP) from the Institute website which will be uploaded shortly.

This is issued with the approval of the Competent Authority.

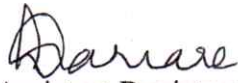
Assistant Registrar
General Administration
NEIGRIHMS, Shillong

Memo. No. NEIGR-GAD/(RC)/108/2014/Pt. V/132-A

Dated Shillong the 26th April, 2024

Copy to: -

1. Medical Superintendent, NEIGRIHMS, Shillong for kind information.
2. Dean (Academic), NEIGRIHMS, Shillong for kind information.
3. All HODs/HOD I/c, NEIGRIHMS, Shillong for kind information and circulation to all Faculty/Staff of their respective Department.
4. All Section Heads of the concerned department for kind information and circulation to all their respective Department.
5. Nursing Superintendent, NEIGRIHMS, Shillong, for kind information.
6. Principal, College of Nursing, NEIGRIHMS, Shillong, for kind information.
7. Chief Security Officer, NEIGRIHMS, for kind information.
8. Programmer, IT Cell, NEIGRIHMS for uploading in the Institute website.
9. Shri. Sangram Bhattacharjee, P.T. Instructor, NEIGRIHMS for kind information.
10. The PA to Director, NEIGRIHMS for kind information of the Director NEIGRIHMS, Shillong.
11. The PS to the Deputy Director (Admn), NEIGRIHMS, for kind information of the Deputy Director (Admn), NEIGRIHMS, Shillong.
12. Notice Board (Administrative Block/Hospital/College of Nursing).
13. Relevant file.


Assistant Registrar
General Administration
NEIGRIHMS, Shillong.



NEIGRIHMS GYM

Standard Operating Procedure

Purpose

The NEIGRIHMS Gym is established to promote the health and well-being of students, faculty, officers, and staff. We provide a well-equipped facility with state-of-the-art exercise machines and a team of qualified trainer(s) to help you achieve your fitness goals. By following the guidelines outlined in this SOP, we ensure a safe, effective, and efficient workout experience for all members.

Guiding Principles

This Standard Operating Procedure (SOP) outlines the principles that ensure a safe, efficient, and enjoyable workout experience for all members. It provides clear guidelines to:

- **Promote safety:** Minimize the risk of injuries through proper equipment use and gym etiquette.
- **Optimize operations:** Establish clear procedures for gym access, usage, and maintenance.
- **Foster a positive environment:** Encourage responsible gym behaviour for the benefit of all members.

Responsibilities of Members

To ensure a safe and enjoyable workout experience for everyone, members are responsible for the following:

- **Proper Equipment Use:** Familiarize yourself with proper equipment operation before use. If unsure, consult the trainer for guidance.
- **Following Safety Guidelines:** Adhere to all safety rules and instructions within the gym.
- **Maintaining a Safe Environment:** Report any unsafe conditions or equipment malfunctions to the trainer immediately.
- **Practicing safe behaviours:** Avoid reckless behaviour, overexertion, and improper equipment use that could lead to accidents.



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- **Proper Workout Practices:** Incorporate warm-up before exercise and cool-down afterward.
- **Hydration:** Maintain proper hydration by drinking fluids before, during, and after your workout.
- **Appropriate Training:** Consider seeking guidance from a trainer, especially if you are new to exercise or require a personalized workout plan.

Eligibility

The Gym is open to the following members of the NEIGRIHMS community:

- Students (MBBS, MSc & BSc Nursing)
- Resident Doctors (SRD, PGD & JRD)
- Faculty & their dependents
- Officers & their dependents
- Staff & their dependents

Rules & Regulations for the use of Gym

To ensure a safe, enjoyable, and respectful environment for all members, the following rules and regulations must be followed:

Membership and Access

- Gym facilities are available for registered members only.
- Membership is authorized for individuals 14 years and above only.
- Guests are not allowed to use the facility without prior permission from the Chairperson, Institute Sports Committee.

Safety and Hygiene

- Proper use of equipment and personal safety are the responsibility of each member.
- Do not drop the weights on the floor.
- Return the weights to the rack after use.
- Members are liable for any loss or damage to equipment caused by their negligence.



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- Members must maintain personal hygiene by using a personal water bottle, towel, clean workout attire, and deodorant for perspiration.
- Members must wash hands thoroughly before and after exercising.
- Members must report any equipment damage immediately to the trainer.

Etiquette and Conduct

- Food and drinks are not permitted inside the gym.
- Pets are not allowed inside the gym.
- Members must take care of their belongings. The institute will not be responsible for lost or stolen valuables.
- Sign in and sign out using the designated sheet upon entering and leaving the gym.
- Use personal towel to cover the seats while working out.
- Keep the equipment clean and wipe down equipment after use with personal towel to keep it sweat free.
- Always wear appropriate workout attire and shoes. Single vests not allowed in the gym.
- Refrain from reserving multiple pieces of equipment. Limit equipment use to one piece at a time and avoid leaving towels unattended.
- If a member is using the same machine, then please alternate in between sets.
- Please be considerate about other member working out & do not disturb their routine.
- Use of mobile phones during workout is not permitted.
- Gym bag or personal belongings are prohibited on the gym floor.
- Photography & videography are strictly prohibited on the gym floor.
- All the students must work under the supervision of the trainer.
- Do not move equipment from its designated location. Return dumbbells and weight plates to racks after use.
- Be respectful of other gym users and avoid loud noises or disruptive behaviour.



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- The institute reserves the right to amend these rules and regulations or suspend gym use for maintenance or events without prior notice.
- The Institute will not be responsible for any loss, injury or death while using the facility.
- Attendance/Entry Attendance / entry in the register by all members availing Fitness Gym facilities will be mandatory.
- Members are expected to familiarize themselves with the gym guidelines and equipment operation.
- Violation of these rules may result in membership cancellation.

Dress Code

To ensure comfort, safety, and hygiene for everyone, please adheres to the following dress code guidelines:

- **Recommended attire:** Tracksuits, T-shirts, shorts, and proper sports shoes.
- **Not permitted:** Jeans, Single vests, clothing with metal rivets or hardware, dress shoes, sandals, flip-flops, boots, or bare feet.
- **Clean footwear:** For hygiene purposes, wear shoes dedicated for indoor gym use only. Avoid wearing shoes worn outdoors inside the gym.

Gym Timings

The Gym operates under the following general hours:

- **Monday - Saturday:** 6:00 AM - 10:00 AM & 4:00 PM - 9:00 PM
- **Sunday/Holidays:** Closed

Specific User Timings: Please note that specific timings for different user groups (Students, Faculty, Officers, Staff, and Family Members) will vary. A separate chart outlining these variations has been displayed prominently within the gym facility.



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Membership Fees

To ensure the on-going operation, maintenance, and improvement of the Gym, membership fee must be paid by the members as per the details mentioned below:

- For a month: INR 350.00 (Rupees Three Hundred and Fifty only)
- For 6 Months: INR 1800.00 (Rupees One Thousand eight Hundred only)
- For 01 year: INR 3600.00 (Rupees Three Thousand Six Hundred only)

Membership Procedure

To register for a membership at the NEIGRIHMS Fitness Gym, please follow these steps:

- **Obtain the Membership Form:** You can download the membership form from the NEIGRIHMS website or collect it from the office of the P.T. Instructor located at Indoor Stadium.
- **Complete the Membership Form:** Fill out the form accurately and completely.
- **Pay the Membership Fee:** Payment options include:
 - **Online:**
 - **Bank:** Bank of Baroda, Mawdiangdiang Branch, Shillong
 - **Account Number:** 30270100011038
 - **IFSC:** BARB0MAWDIA
- **Submit the Completed Application:** Submit the completed membership form along with:
 - Proof of payment.
 - Two (02) passport-sized photographs.
 - Separate passport-sized photographs for any dependents included in your membership (if applicable) (Two (02) each).
 - Submit all documents to the office of the P.T. Instructor located at Indoor Stadium.



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Conclusion

These Standard Operating Procedures (SOPs) are designed to ensure a safe, enjoyable, and productive experience for all Gym members. By following these guidelines, we can create a positive and healthy environment that promotes physical well-being for everyone. Members are requested to familiarize themselves with these SOPs and adhere to them responsibly. The gym facilities are a valuable resource for the campus, and their upkeep is a shared responsibility. Let's all work together to maintain a well-functioning and welcoming gym environment.

(Lt. Cdr. Pawan Deep)

Chairperson, Institute Sports Committee &
Deputy Director (Administration)
NEIGRIHMS, Shillong

Date: 25/04/2024
Place: Shillong