

# Standard Operating Procedure (SOP)

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## Gymnasium

Faculty of Architecture and Planning, Dr. APJ Abdul Kalam Technical University, Lucknow

Location: Faculty Activity Center [F. A. C.]

Effective Date: August 01, 2025

### 1. Purpose

To establish guidelines for the safe, efficient, and exclusive use of the campus gymnasium by the faculty and staff of Faculty of Architecture and Planning, AKTU, promoting physical well-being and work-life balance within the academic environment.

### 2. Scope

This SOP applies to all regular, contractual and visiting faculty members, research scholars, administrative staff, and technical personnel employed by Faculty of Architecture and Planning, AKTU.

Students, interns, or external visitors are strictly prohibited from using the gymnasium facilities under this policy.

### 3. Operational Hours

Weekdays (Monday-Friday): 6:00 AM – 8:30 AM & 5:00 PM – 8:00 PM

Saturdays: 6:00 AM – 8:30 AM

Sundays & Public Holidays: Closed

*Note: Timings may be reviewed and revised quarterly based on user feedback.*

### 4. Access and Entry Protocol

**Access is restricted to registered users with a valid Faculty/Staff ID. Children under the age of 16 years are strictly prohibited.**

Users must sign in at the entrance register upon arrival.

Personal belongings should be safely managed by the individual. The gym is not responsible for lost or stolen items.

Entry will be denied to individuals not in appropriate workout attire or footwear.

### 5. Membership and Registration

All interested faculty/staff must complete a Gym Registration Form available at the institute website and submit in the administrative office.

No additional fee is required unless specified by the administration.



## 6. Code of Conduct

Users must maintain discipline, decorum, and cleanliness at all times.

Equipment must be used as instructed. Misuse or damage due to negligence will result in liability and possible suspension of access.

Personal hygiene, including use of towels and appropriate deodorant, is encouraged.

Mobile phone use should be as minimal as possible, and is discouraged.

Loud conversations, music without earphones, or disruptive behavior are not permitted.

Users with pre-existing medical conditions must seek clearance from a medical professional before use.

## 7. Equipment Usage Guidelines

Use of equipment is on a first-come, first-served basis.

Users should wipe down equipment after use with the provided disinfectant sprays and wipes.

Time on cardio machines (e.g., treadmill, bike) should be limited to 20 minutes.

In case of equipment malfunction, users must immediately notify the designated staff.

## 8. Maintenance & Cleanliness

Daily cleaning will be done by the institute housekeeping team during non-operational hours.

Equipment inspection and maintenance will be scheduled monthly by the Faculty Incharge – FAC and the administrative staff.

Users must report any cleanliness or hygiene issues immediately.

## 9. Violation and Disciplinary Actions

Violation of any part of this SOP may lead to:

- Verbal/written warning
- Temporary or permanent suspension of gym privileges
- Escalation to higher authorities in case of serious misconduct

*Note: Any changes to the SOP, operational hours, or rules will be communicated via email and notice boards.*



Approved By:

**Dr. Vandana Sehgal**

Dean and Principal | FoAP

July 29, 2025

