

# FINAL STANDARD OPERATING PROCEDURE (SOP) FOR THE OPERATION, MANAGEMENT AND UTILISATION OF THE MULTIPURPOSE SPORTS COMPLEX

*(Badminton-Cum-Judo Hall)*

DERA NATUNG GOVT. COLLEGE, ITANAGAR,  
ARUNACHAL PRADESH, INDIA

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## 1. PREAMBLE

The Multipurpose Sports Complex (Badminton-cum-Judo Hall) has been established to promote physical fitness, discipline, and holistic development among students, faculty members, and stakeholders. Recognizing the importance of sports in fostering teamwork, leadership, and mental well-being, the Institution seeks to ensure that this facility is utilized in a structured, equitable, and sustainable manner.

Accordingly, these guidelines are framed to regulate access, usage, safety, discipline, maintenance, and financial management of the Sports Complex. These provisions shall serve as a binding administrative framework for all users.

## 2. OBJECTIVES

The objectives of these guidelines are to ensure optimal utilisation of infrastructure, maintain discipline and safety, safeguard institutional assets, establish transparent governance, and generate sustainable revenue for maintenance and development.

## 3. ADMINISTRATIVE CONTROL

The Principal shall be the final authority in all matters relating to the Sports Complex. The College Development Committee (CDC) shall oversee operational management including membership approval, scheduling, maintenance, financial supervision, and disciplinary enforcement.

*All decisions taken by the CDC with approval of the Principal shall be final and binding.*

## 4. ELIGIBILITY AND MEMBERSHIP

Access to the Sports Complex shall be treated as a privilege and not a right. Membership shall be granted to students with valid ID, faculty members, regular employees of the Government of Arunachal Pradesh, and approved individuals or organizations for Judo Arena usage.

Membership shall be non-transferable and valid only for the period for which fees are paid.

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## 5. FEE STRUCTURE, CATEGORIES AND USAGE OPTIONS

To ensure structured utilisation and financial sustainability, a multi-tier fee system comprising daily, monthly, and yearly options is adopted.

### Categories of Users

- Student Category
- Faculty/Wards/Alumni Category
- Government Employee Category
- Judo Arena (Professional Category)

### Fee Structure

| Category                           | Daily | Monthly | Yearly    |
|------------------------------------|-------|---------|-----------|
| Students                           | ₹10   | ₹300    | ₹3,000    |
| Faculty/Staff/Alumni/Wards*        | ₹30   | ₹900    | ₹9,000    |
| Govt Employees/Approved Individual | ₹50   | ₹1,500  | ₹15,000   |
| Judo Arena                         | ₹350  | ₹10,000 | ₹1,00,000 |

*\*Wards mean the dependent family members of faculty members, including spouse (husband/wife) and children.*

### Policy Framework

The daily fee system is introduced to facilitate occasional users, while monthly and yearly memberships are intended for regular and committed users. The yearly option is concessional, providing approximately two months' fee waiver to encourage long-term engagement.

All payments shall be made in advance and shall be non-refundable and non-transferable. No adjustment shall be made for partial usage.

### Priority of Access

In case of limited availability, access shall be prioritized as follows:

1. Yearly Members
2. Monthly Members
3. Daily Users

The CDC may revise fees periodically based on maintenance requirements and usage demand.

  
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## Game Allocation Rules

Priority access shall be given to Yearly and Monthly Members. However, Daily Users shall be permitted to play strictly on a "First Come, First Play" basis, subject to court availability and rotational fairness during peak hours.

No user shall monopolize a court beyond the permitted duration when other users are waiting. The CDC/Management reserves the right to regulate rotation and playing time in the interest of equitable utilisation.

## 6. BADMINTON COURT ALLOCATION AND UTILISATION

To ensure orderly and equitable utilisation, courts shall be allocated as:

- Courts 1 & 2 – Faculty
- Court 3 – Students
- Court 4 – Government Employees

This allocation aims to minimize conflict and ensure fair access.

However, the CDC retains authority to reassign courts in situations such as:

- Institutional tournaments and competitions
- Maintenance or repair activities
- Coaching or training sessions
- VIP visits or official programs
- Administrative exigencies

Users must strictly adhere to assigned courts. Unauthorized use or encroachment shall be treated as a violation.

In case of low occupancy, the CDC may allow flexible utilisation of vacant courts.

*No badminton or sports activity shall be permitted inside the Jubilee Hall (Auditorium) of the College. All badminton and indoor sports activities shall henceforth be confined to the Multipurpose Sports Complex only, unless otherwise approved by the competent authority.*

## 7. TIMINGS AND SCHEDULING

The Sports Complex shall operate during designated hours:

- Morning: 5:00 AM – 8:00 AM
- Evening: 4:00 PM – 8:00 PM

These timings are subject to modification based on seasonal conditions, institutional requirements, or administrative decisions.

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The CDC may introduce:

- Slot-based usage system
- Extended hours during tournaments
- Temporary closures for maintenance or emergencies

Users must strictly adhere to timings. Overstay beyond permitted hours shall not be allowed.

## 8. CODE OF CONDUCT, DO'S AND DON'TS

All users shall maintain discipline, decorum, and sportsmanship at all times.

| S.No. | Do's (✓)                                          | Don'ts (✗)                                       |
|-------|---------------------------------------------------|--------------------------------------------------|
| 1     | Carry valid ID and membership proof               | No entry without permission                      |
| 2     | Sign entry and exit register                      | No outdoor shoes                                 |
| 3     | Use only allotted court                           | No smoking/alcohol/tobacco                       |
| 4     | Wear proper sports attire                         | No littering or spitting                         |
| 5     | Use non-marking shoes                             | No fights or arguments                           |
| 6     | Maintain discipline and decorum                   | No misuse of equipment                           |
| 7     | Respect fellow players and staff                  | No unauthorized persons                          |
| 8     | Follow scheduled timings                          | No overstay beyond time                          |
| 9     | Report injuries immediately                       | No encroachment of courts                        |
| 10    | Inform authorities of damages                     | No unauthorized coaching                         |
| 11    | Maintain cleanliness                              | No abusive language                              |
| 12    | Follow safety instructions                        | No tampering with fittings                       |
| 13    | Cooperate during events                           | No food on courts                                |
| 14    | Use equipment responsibly                         | No gambling                                      |
| 15    | Encourage fair play                               | No disturbance or noise                          |
| 16    | Allow rotation during peak hours                  | No commercial use without approval               |
| 17    | Follow CDC instructions strictly                  | No ignoring safety instructions                  |
| 18    | Priority to college tournaments over regular play | No use during ongoing classes without permission |
| 19    |                                                   | No political/union activities inside complex     |

## 9. SAFETY, SECURITY AND LIABILITY

The Institution prioritizes the safety and security of all users.

First-aid facilities shall be available. Users must report injuries immediately.

Users shall exercise caution and avoid risky behavior. The Institution shall not be liable for any injury sustained during play.

Security measures include:

- Mandatory entry/exit logging
- Supervision by security personnel
- Restricted access

The Institution shall not be responsible for loss or theft of personal belongings.

All users must sign an Indemnity/Waiver Form.

## 10. MAINTENANCE AND DAMAGE RESPONSIBILITY

The Sports Complex is a valuable institutional asset requiring responsible usage.

Any damage to courts, equipment, lighting, or infrastructure shall be recovered from the responsible individual at actual cost plus 10% administrative charges.

The Institution shall conduct regular maintenance including:

- Court surface upkeep
- Equipment inspection
- Electrical maintenance

Users shall cooperate during maintenance even if it causes temporary inconvenience.

## 11. EXTERNAL BOOKING AND EVENT MANAGEMENT

The facility may be made available to external organizations for approved events.

### Procedure

- Written application at least 7 days in advance
- Approval by Principal/CDC

### Charges

- ₹10,000 per court per day

- ₹10,000 per day (Judo Arena)

### **Conditions**

- Full advance payment
- No sub-letting
- Compliance with institutional rules

### **Responsibilities of Organizers**

- Maintain discipline
- Ensure cleanliness
- Prevent damage
- Follow all safety norms

The Institution reserves the right to cancel bookings if required.

## **12. FUND MANAGEMENT**

All revenue shall be deposited into the College Development Fund and utilized for maintenance, electricity, and infrastructure development.

## **13. DISCIPLINARY ACTION AND ENFORCEMENT**

Strict enforcement is essential.

### **Actions may include**

- Warning
- Suspension
- Cancellation
- Monetary penalty

### **Procedure**

1. Complaint or observation
2. Inquiry by CDC
3. Opportunity for explanation
4. Final decision by Principal

Repeat violations shall invite stricter action including permanent debarment.

The decision of the Principal shall be final and binding.

## 14. IMPLEMENTATION CLAUSE

The Multipurpose Sports Complex (Badminton-cum-Judo Hall) shall be opened and made operational for regulated usage with effect from 15.05.2026. Court utilisation, membership access, booking, and all related activities shall be governed strictly in accordance with these guidelines and directions issued by the College authority/CDC from time to time.

These guidelines shall come into force with immediate effect upon approval.

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GOVERNMENT OF ARUNACHAL PRADESH  
OFFICE OF THE PRINCIPAL::DERA NATUNG GOVT. COLLEGE  
ITANAGAR, ARUNACHAL PRADESH, INDIA

MEMBERSHIP APPLICATION FORM  
Multipurpose Sports Complex (Badminton-cum-Judo Hall)

1. Name: \_\_\_\_\_
2. Category: Student/Faculty/Alumni/Wards ☐ Govt Employee/Apprvd. Individual ☐  
Judo ☐
3. Department/Office: \_\_\_\_\_
4. Mobile No: \_\_\_\_\_
5. ID Proof No: \_\_\_\_\_
6. Address: \_\_\_\_\_

**Membership Type:**

☐ Daily ☐ Monthly ☐ Yearly

**Fee Paid:**

Amount : ₹ \_\_\_\_\_ (Rupees: \_\_\_\_\_)

Mode: **Online Only.**

Transaction ID (12 Digit) : \_\_\_\_\_

**Declaration:**

I agree to abide by all rules.

Date: \_\_\_\_\_



Signature: \_\_\_\_\_

UPI ID: deranatung94368@barodampay for online payment.

*ANNEXURE – II*

**GOVERNMENT OF ARUNACHAL PRADESH  
OFFICE OF THE PRINCIPAL::DERA NATUNG GOVT. COLLEGE  
ITANAGAR, ARUNACHAL PRADESH, INDIA**

**INDEMNITY / WAIVER FORM**

I, \_\_\_\_\_, hereby declare that I am using the Sports Complex at my own risk.

I shall not hold the Institution responsible for:

- Any injury
- Loss of belongings

I agree to follow all rules and maintain discipline.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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BOOKING APPLICATION FORM (EVENTS)

1. Name of Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Mobile No: (+91) \_\_\_\_\_

**Event Details:**

- Type: Tournament / Training / Other
- Dates: From \_\_\_\_\_ To \_\_\_\_\_
- Courts Required: \_\_\_\_\_
- Judo Arena: Yes / No

**Fees:**

Amount Paid: ₹ \_\_\_\_\_ (Rupees: \_\_\_\_\_)

Transaction ID (12 Digit): \_\_\_\_\_

**Declaration:**

We accept responsibility for discipline, safety, and damages.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_