Minutes of the Sports Facility Rules & the Sports Equipment Guidelines Meeting held at 11:00 am on 11th March 2019 at SIU Conference Hall 1, Lavale.

The meeting was convened on the 11th March 2019 at 11.00 am in Conference hall No 1 at Lavale.

The following members were present for the meeting:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name</th>
<th>Designation</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Nayana Nimkar</td>
<td>Director, SSSS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisor, DSWR</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brig. Prakash Lakhe</td>
<td>Chief- Administration</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Col. S. Atholi</td>
<td>Campus Administrator (Lavale Hill Top)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lt. Col. Belvalekar R.G Patil</td>
<td>Campus Administrator (Lavale Hill base)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lt. Col. Machhindra N. Bade</td>
<td>Campus Administrator (Kirkee)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lt. Col. P.L. Kadam</td>
<td>Campus Administrator (Hinjewadi)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Col. C.V. Mohan</td>
<td>Campus Administrator (Old Viman Nagar)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Col. Gajanan Radkar</td>
<td>Campus Administrator (New Viman Nagar)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Col. Dr. Romi Nanik Jiandani</td>
<td>Campus Administrator (Nashik)</td>
<td>Via Video Conference</td>
</tr>
<tr>
<td>10</td>
<td>Mr. T. Sunil Jacob</td>
<td>Campus Administrator (Bengaluru)</td>
<td>Via Video Conference (Representative)</td>
</tr>
<tr>
<td>11</td>
<td>Wg. Cdr. Yogendra K. Shukla</td>
<td>Campus Administrator (Noida)</td>
<td>Via Video Conference</td>
</tr>
<tr>
<td>12</td>
<td>Col. Bhopinder Singh Bali</td>
<td>Campus Administrator (Hyderabad)</td>
<td>Via Video Conference</td>
</tr>
<tr>
<td>13</td>
<td>Ms. Shweta Sharma</td>
<td>Head, RWC</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mr. Anthony Augustine</td>
<td>Asst. Director P.E &amp; Sports</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Ms. Beulah Koulage</td>
<td>Asst. Director P.E &amp; Sports</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Mr. Nirmal Salvi</td>
<td>Asst. Director P.E &amp; Sports</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Mr. Wasim Khan</td>
<td>Sports Officer</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Mr. Kailash Chander</td>
<td>Asst. Admin Officer</td>
<td></td>
</tr>
</tbody>
</table>


**Opening Remarks:** Dr. Nayana Nimkar welcomed all on and off Campus Administrators and the representatives of the Department of Sports, Recreation & Wellness to the Meeting. Dr. Nimkar mentioned that a SoP is to be formulated which will clearly delineate responsibilities of various functionaries involved in providing sports facilities to the students of SIU. She further stated that the aim of the meeting is to bring everyone on the same page & have a harmonised instruction. She also informed the attendees that the University Sports Board and the Recreation & Wellness Centre have merged and would henceforth be called the Department of Sports, Recreation and Wellness (DSRW) as per the SIU notification. Dr. Nimkar also briefed the Campus Administrators that, at every campus an Assistant Director Physical Education and Sports would be appointed who would be coaching athletes, monitoring & executing sports related activities and events in their respective campus.

Dr. Nimkar specially thanked the Campus Administrators for their support and assistance in successfully conducting the ‘Happy Healthy Campus’ and also for their immense co-operation in conducting various events and functioning throughout the year.

**Item 1: Sports Facility Rules**

Dr. Nayana Nimkar invited the Campus Administrators to give their views on the draft of sports facility rules. Views presented by the various Campus Administrators present and the responses are summarised as follows:

1. **General Information**
2. **Sports Facilities:**
   - There were no changes suggested.
3. **Eligible Users:**
   a) Col. C.V. Mohan recommended that the term ‘Guest’ may be defined in Eligible users. He also mentioned that there has to be an exception in case of
the Old Viman Nagar Campus as the ground facility was open for outsiders. It was suggested to use the term institutional guest.

b) Dr. Nayana Nimkar informed the attendees that the DSRW in is the process of procuring QR code scanning app at all the facilities which would help in record keeping of the facility usage.

c) Dr. Nimkar also clarified that the facility usage records would be maintained by the Campus administrator as per template provided by DSRW and by the end of the month the report would be collected by the Assistant Director to be submitted to the head office.

3. **Priority use of the sports facilities:**
   There were no changes suggested.

4. **Opening Hours:**
   a) There was a general agreement that the timings for the sports facilities be from 6:30 am to 11:00 pm as per the requirements of each campus.
   b) Col. Dr. Romi Nanik Jiandani suggested that the timings can be locally decided at the campus level in the Campus Coordination Committee meeting as every campus has variable timings. He said mentioned that the students use the facilities till 11:00 pm at the Nashik Campus.

5. **Booking Procedures:**
   a) Lt. Col. P.L. Kadam recommended that bookings of sports facility must be on first come first serve basis.
   b) Col. S. Atholi suggested that facility booking records be maintained and the bookings must be approved by the Campus Administrators except for Lavale where the Director DSRW will approve the same. He also stated that bookings of Sports Facilities needs to be done keeping in view the fact that the Sports Facilities are primarily meant for the students.
   c) It was discussed that SIU should retain the right to cancel the bookings by giving sufficient notice and that this should be done only in very exceptional cases.
   d) All were in agreement that the Institutes should be allowed to book facilities only for their yearly events well in advance. While for other bookings it should be on first come first serve basis.
   e) Col. C.V. Mohan recommended creation of a template for booking purposes.

II. **General Guidelines**
a) Col. C.V. Mohan also stated that the facility users must be held responsible for maintaining cleanliness post event.
b) Col. S. Atholi remarked that since caffeine containing drinks are banned in the SIU campuses it should be added to the list of prohibited substances.
c) He also stated that the international students do not adhere to the rules most of the times.

III Responsibilities of the Campus Administrator

a) Wg. Cdr. Yogendra K. Shukla said that there will be a requirement of additional staff at each campus for maintenance of the sports facilities available there.
b) It was discussed that if staff is not available then persons from housekeeping be permitted.

All the Campus Admins were in agreement of the responsibilities stated.

IV Responsibilities of the Department of Sports, Recreation & Wellness

There were no changes suggested. All the attendees were in agreement of the responsibilities stated.

Item 2: Sports Equipment Guidelines

Dr. Nayana Nimkar invited the campus administrators to give their views on the Sports Equipment Guidelines draft. Members gave their views on the draft. Their views and responses were summarised as follows:

- Brig. Prakash Lakhe stated that sports activities and recreational activities i.e. the hostel amenities & sports facilities need to be clearly defined.
- He opined that recurring equipment be centrally purchased & provided by the DSRW to the Campus Admins for use.
- Dr. Nayana Nimkar responded by stating that since part of the sports fees are with the Institutes’, it is the institutes that have to purchase the recurring equipment and that the DSRW will be responsible only for capital expenditures.
- Mr. Anthony Augustine added that the AO’s of the institutes have to initiate the procurement of recurring equipment’s.
• Lt. Col. P.L. Kadam and Brig. Prakash Lakhe suggested that there needs to be re-appropriation of the sports fees budget, wherein the Campus Admin receives funds to procure recurring equipments.
• Dr. Nayana Nimkar responded that the matter would be put forth to the management for their decision.
• Wg. Cdr. Yogendra K. Shukla said that the sports equipment (recurring) should be managed by a single authority as dual responsibility will create confusion among the students.
• Lt. Col. Machhindra N. Bade observed that in Kirkee campus the Campus Admin was not associated with any sports equipment. It was the institute that looked after all requirements.
• Brig. Prakash Lakhe said that until the Assistant Directors are appointed in the campuses, it would be the Campus Admins who would look after the day to day requirements of recurring sports equipment, provided funds/items required are available at his disposal.

Dr. Nayana Nimkar thanked all the attendees for their valuable views, inputs and attending the meeting.

**Adjournment of Meeting**

The meeting was adjourned at 12:30 pm.

[Signature]

Dr. Nayana Nimkar
Director, SSSS