

University Badminton Enrolment Procedure for Students(One-Time Enrolment)

Step 1: Announcement of Enrolment

-) The University Sports Office shall announce the opening of badminton enrolment at the beginning of each semester.

Step 2: Eligibility Check

-) Only currently enrolled university students are eligible to apply.
-) Students must submit a valid university ID during registration.

Step 3: Expression of Interest

Interested students must fill out the Badminton Enrolment Form online via the provided link.

https://docs.google.com/forms/d/e/1FAIpQLScS6lWaM_RpFSBK8TeQyeiOuiVSm6glKTHM2IyljbhE861F2A/viewform?usp=header

Step 4: Equipment Verification

-) Students must possess the following mandatory equipment:
 - o Badminton racket in good condition
 - o Non-marking indoor court shoes suitable for badminton
 - o Appropriate sports attire
-) Equipment shall be verified by the Sports Department before approval.

Step 5: Safety and Fitness Declaration

-) Students must sign a declaration confirming that they are medically fit to participate.
-) Any existing medical conditions must be reported to the Sports Office.

Step 6: Final Approval and Registration

-) Students who meet all requirements shall be officially registered.
-) A final list of approved participants shall be displayed or communicated via email.
-) A final registration fee of Rs. 250 must be paid upon approval.
-) An official Badminton ID Card shall be issued to registered students.

University Badminton Enrolment Procedure for Staff (One-Time Enrolment)

Step 1: Announcement of Enrolment

-) The University Sports Office shall announce the opening of **one-time badminton enrolment** for staff members.
-) Enrolment shall remain open until the maximum capacity is reached or until further notice.

Step 2: Eligibility Check

-) Only permanent or contract staff members of the university are eligible to apply.
-) Staff members must submit a valid university staff ID during registration.

Step 3: Expression of Interest

Interested staff members must fill out the **Badminton Enrolment Form** online via the provided link.

https://docs.google.com/forms/d/e/1FAIpQLScS6lWaM_RpFSBK8TeQyeiOuiVSm6glKTHM2IyljbhE861F2A/viewform?usp=header

-) This registration shall be valid for continued participation unless revoked by the university.

Step 4: Equipment Verification

-) Staff members must possess the following mandatory equipment:
 - o Badminton racket in good condition
 - o Non-marking indoor court shoes suitable for badminton
 - o Appropriate sports attire
-) Equipment shall be verified by the Sports Department before final approval.

Step 5: Safety and Fitness Declaration

-) Staff members must sign a declaration confirming that they are medically fit to participate.
-) Any existing medical conditions must be reported to the Sports Office.

Step 6: Final Approval and Registration

-) Staff members who meet all requirements shall be officially registered as badminton participants.
-) A final list of approved staff members shall be displayed or communicated via email.
-) A **one-time registration fee of Rs. 250** must be paid upon approval.
-) An official **Badminton ID Card** shall be issued to registered staff members for court access.

University Badminton Enrolment Procedure for Wards and Spouse of Staff (Annual Enrolment)

Step 1: Announcement of Enrolment

-) The University Sports Office shall announce the opening of **annual badminton enrolment for wards and spouse of university staff**.
-) Enrolment shall be open once every year or until the maximum capacity is reached.

Step 2: Eligibility Check

-) Eligible applicants include:
 - o Spouse of permanent or contract staff members of the university
 - o Wards (children/dependents) of permanent or contract staff members
-) Proof of relationship with the staff member must be submitted along with a valid staff ID.

Step 3: Expression of Interest

Interested applicants must fill out the **Badminton Enrolment Form** online via the provided link.

https://docs.google.com/forms/d/e/1FAIpQLScS6lWaM_RpFSBK8TeQyeiOuiVSm6glKTHM2IyljbhE861F2A/viewform?usp=header

-) Enrollment shall be valid for one year and must be renewed annually.

Step 4: Equipment Verification

-) Applicants must possess the following mandatory equipment:
 - o Badminton racket in good condition
 - o Non-marking indoor court shoes suitable for badminton
 - o Appropriate sports attire
-) Equipment shall be verified by the Sports Department before approval.

Step 5: Safety and Fitness Declaration

-) A safety and fitness declaration must be submitted by the applicant.
-) In the case of minors, the declaration must be signed by the parent/guardian (staff member).
-) Any existing medical conditions must be disclosed to the Sports Office.

Step 6: Final Approval and Registration

-) Applicants who meet all requirements shall be officially registered.
-) A final list of approved participants shall be displayed or communicated via email.
-) An **annual registration fee of Rs. 2,000** must be paid upon approval.
-) An official **Badminton ID Card** shall be issued for court access and must be renewed annually.

General Guidelines for Maintenance and Use of University Badminton Courts

1. Court Cleanliness and Condition

-) The badminton court shall be kept clean and dry at all times.
-) Food, beverages (except water), and chewing gum are strictly prohibited inside the court area.
-) Any spills or hazards must be reported immediately to the Sports Office.

2. Footwear and Attire

-) Only **non-marking indoor sports shoes** are permitted on the court.
-) Players must wear appropriate sports attire at all times.
-) Entry with outdoor shoes, slippers, or barefoot play is not allowed.

3. Equipment Handling

-) Only badminton equipment (rackets and shuttlecocks) may be used on the court.
-) Nets, poles, and court fixtures must not be misused, leaned on, or adjusted without permission.
-) Any damage to equipment or facilities must be reported immediately.

4. Court Usage and Scheduling

-) Court usage shall be as per the approved schedule issued by the Sports Office.
-) Players must vacate the court promptly at the end of their allotted time.
-) Priority for court usage may be given to university teams, coaching sessions, or official events.

5. Safety and Discipline

-) Players must follow all safety instructions issued by the Sports Office.
-) Rough play, misconduct, or behavior causing disturbance is strictly prohibited.
-) First-aid support shall be available through the Sports Department.

6. Access Control

-) Only registered and authorized users with a valid Badminton ID Card are allowed to use the court.
-) ID cards must be produced upon request by sports staff or security personnel.
-) Guests and unregistered persons are not permitted on the court.

7. Reporting and Maintenance

-) Any court damage, lighting issues, or equipment malfunction must be reported immediately to the Sports Office.
-) Routine inspection and maintenance shall be carried out by the university to ensure safety and quality.

8. Responsibility and Penalties

-) Users are responsible for maintaining court discipline and cleanliness.
-) Violation of court rules may result in suspension or cancellation of court privileges and also a fine up to Rs.1000/- would be imposed.

Google Form Link for the Registration

https://docs.google.com/forms/d/e/1FAIpQLScS6lWaM_RpFSBK8TeQyeiOuiVSm6glKTHM2IyljbhE861F2A/viewform?usp=header