



# **TRIPURA JUDICIAL ACADEMY**

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## **TRIPURA JUDICIAL ACADEMY CIRCULAR, 2025**

### **Standard Operating Procedure (SOP) & Rules for Access to the Gym & Recreation Hall**

#### **1. Access and Eligibility**

##### **Gymnasium Access**

The gymnasium is exclusively available to the designated users of Tripura Judicial Academy.

The gymnasium of Tripura Judicial Academy is accessible for use to the following categories of individuals:

- Retired and Sitting Judges of the Hon'ble High Court of Tripura
- Vice Chancellor, National Law University, Tripura
- Director, Tripura Judicial Academy
- Deputy Director, Tripura Judicial Academy
- Judicial Officers while attending training programmes at Tripura Judicial Academy
- Resource Persons invited for training programmes during such training programmes
- Trainee Judicial Officers while undergoing training in Tripura Judicial Academy
- Staff of Tripura Judicial Academy excluding Driver(s) & Group-D Staff members.

##### **Recreation Hall Access**

The recreation hall is accessible for use to all individuals eligible for gymnasium access, along with all staff members of Tripura Judicial Academy excluding Drivers & Group-D Staff members.

## 2. Timings

### For Judges, Officers, Resource Persons, Guests & Judicial Officers:

#### Gymnasium: -

- Morning: 6:00 AM to 10:00 AM
- Evening: 5:00 PM to 9:00 PM

#### Recreation Hall: -

- Morning: 6:00 AM to 10:00 AM
- Lunch Hour: 1:30PM to 2:30PM
- Evening: 5:00 PM to 9:00 PM

### Access for Staff of Tripura Judicial Academy:

- Staff of the Academy may use the gymnasium and recreation hall outside the timings allotted to Judges, Judicial Officers, Resource Persons, and Guests, as decided by the Director, Tripura Judicial Academy.

Access to the gymnasium and recreation hall beyond the above timings may be allowed for any specific day or period, with prior approval of the Director, Tripura Judicial Academy.

## 3. General Rules

- **No Membership Charges:** Access to the gym and recreation hall is free of charges for eligible users.
- **Maintain a Peaceful Environment:** The classroom of National Law University, Tripura, is located just opposite to the Recreation Hall. Users must maintain a peaceful environment to ensure that the training sessions, conference and ongoing classes are not disturbed.
- **Gym Trainer Availability:** A Gym Instructor will be available every morning from 6:00 AM to 9:00 AM. Users may seek assistance and guidance as needed.
- **Recreation Hall Equipment Care:** The recreation hall is equipped with Billiards, Table Tennis, and Carrom facilities. Users must handle all equipment with care:
  - Use of billiards cues, table tennis paddles, and carrom strikers should be used responsibly with care and the user(s) will return them to their designated places after use.
  - Bringing outside food or beverages except drinking water inside gym and Recreation Room is prohibited to ensure cleanliness, hygiene and rodent free rooms.

- Any damage due to negligence may lead to restricted access or necessary action.
- **Footwear Requirement:** Users must leave footwears in the designated shoe rack before entering the gym and recreation hall. They may bring and wear their own clean gym shoes (free from dust and mud) inside the gym.
- **Equipment Handling:** All users must handle the gym equipment with care. Users are encouraged to follow proper usage techniques and, if needed, seek guidance from the Gym Instructor before using any unfamiliar equipment. Any damage due to negligence may lead to restricted access or necessary action.
- **Personal Belongings:** Users are responsible for their personal belongings. Tripura Judicial Academy shall not be liable for any loss or damage thereof.
- **Cleanliness & Hygiene:** Users must maintain proper hygiene, wipe down equipment after use, and dispose of waste in designated bins.
- **Discipline & Decorum:** No loud music, shouting, or unruly behaviour is allowed. The use of mobile phones for calls inside the gym should be avoided.
- **Medical Fitness:** Users are advised to consult a medical professional before engaging in physical activities. Tripura Judicial Academy will not be responsible for any medical emergencies arising due to physical exertion or otherwise.

#### **4. Following activities are prohibited in Gym and Recreation Room**

- Use of gym equipment without prior knowledge or training.
- Any activity that causes inconvenience or disruption to others.

#### **5. Administration & Monitoring**

- The gym and recreation hall will be under the monitoring of the Deputy Director, Tripura Judicial Academy.
- The administration reserves the right to amend these rules as necessary for efficient management.

By entering the gym and recreation hall, all users acknowledge and agree to comply with the above rules.

**(Ashutosh Pandey)**  
**Director**  
**Tripura Judicial Academy**