



**Acharya Narendra Deva University of Agriculture & Technology**  
Kumarganj- 224 229, Ayodhya (U.P.)

## **Infrastructure Utilization Policy**



# **INFRASTRUCTURE UTILIZATION POLICY**

## **Laboratory utilization:**

The purpose of this laboratory utilization policy is to ensure the safe and efficient use of university laboratories and to promote a conducive environment for research, experimentation, and analysis. This policy outlines the guidelines and expectations for all individuals accessing and utilizing the laboratory facilities.

Laboratory access is granted to authorized individuals, including faculty members, researchers, students, and external collaborators who have obtained prior authorization. Individuals must complete the necessary training and meet any specified qualifications or certifications to access the laboratory. Access to sensitive areas or equipment may require additional authorization and security measures.

All laboratory users must adhere to relevant safety regulations, guidelines, and standard operating procedures (SOPs). Personal Protective Equipment (PPE), including lab coats, safety goggles, gloves, and appropriate footwear, must be worn as required. Proper handling, storage, and disposal of hazardous materials, chemicals, and biological agents are mandatory. Emergency procedures, including evacuation routes and reporting protocols, must be followed in case of accidents, incidents, or emergencies. Users must comply with access restrictions and security measures in place to safeguard sensitive equipment, data, or research materials.

Laboratory equipment and instruments must be used with care and in accordance with manufacturer guidelines. Users should report any equipment malfunctions or damages to the designated personnel promptly. Shared resources, such as centrifuges, spectrometers, or microscopes, may require scheduling to ensure fair and efficient utilization. Users are responsible for maintaining cleanliness and orderliness in shared laboratory spaces.

All laboratory users must conduct themselves in a professional and ethical manner, respecting the rights and safety of others. Disruptive or unsafe behavior, including unauthorized experiments or misuse of equipment, is strictly prohibited. Users should promptly report any concerns, incidents, or violations of laboratory policies to the appropriate authorities. Collaborative work should promote open communication, cooperation, and mutual respect among laboratory users.

Accurate and detailed documentation of experiments, observations, data, and results must be maintained in compliance with relevant standards and requirements. Samples, materials, or data should be appropriately labeled, recorded, and stored to ensure traceability and reproducibility. Research records and data should be securely stored and backed up to prevent loss or unauthorized access.

Laboratory occupancy and scheduling should be managed efficiently to optimize the utilization of shared resources. Users may be required to reserve laboratory space or equipment in advance, following established procedures. Conflicts or disputes over resource usage should be addressed through appropriate channels and resolved in a fair and timely manner.

Users must complete the necessary training programs and comply with any ongoing training requirements specified by the laboratory. Adequate supervision and guidance should be provided to individuals who are new to the laboratory environment, specific equipment, or procedures. Mandatory certifications or qualifications may be necessary for using specialized equipment or conducting certain experiments.

Incidents, accidents, near-misses, or violations of laboratory policies must be reported immediately to the designated authorities. A culture of transparency and accountability should be encouraged to promote a safe and compliant laboratory environment. Consequences for non-compliance with safety regulations or policies may include disciplinary actions, suspension of laboratory access, or other appropriate measures.

This laboratory utilization policy will be periodically reviewed to ensure its continued relevance and effectiveness. Feedback from laboratory users and stakeholders will be considered for updates and improvements to the policy. Any changes or updates to the laboratory utilization policy will be communicated to all relevant individuals.

**Library utilization:**

The library utilization policy ensures the efficient, respectful, and fair use of the university library resources and facilities. This policy outlines the guidelines and expectations for all individuals accessing and utilizing the library. The library is open to registered members of university, including students, faculty, staff, and authorized

external users. Users must present a valid identification card or library membership card to access library services and borrow materials. Access to certain library resources or services may require additional authorization or eligibility criteria.

All library users must conduct themselves in a manner that respects the rights and needs of others, maintains a quiet and conducive environment, and follows the rules and regulations of the library. Disruptive behavior, such as loud conversations, cellphone use, or disturbing others, is strictly prohibited. Users must adhere to copyright laws and intellectual property rights when using library materials or resources.

Users are responsible for borrowing materials in accordance with library policies and returning them by the due date. Borrowing privileges, loan periods, and renewal options may vary depending on user category and material type. Overdue materials may result in fines, restrictions on borrowing, or suspension of library privileges. Users must report lost or damaged materials promptly and may be responsible for replacement or repair costs.

Study spaces and seating arrangements in the library are available on a first-come, first-served basis. Users should respect designated quiet or collaborative study areas and adhere to any signage or guidelines regarding the use of these spaces. Personal belongings should not be left unattended, and users are responsible for their belongings at all times.

Library computers and equipment are provided for academic or research purposes and may have specific usage policies. Users should follow all applicable laws, regulations, and licensing agreements when using library computers and accessing electronic resources. Any unauthorized access, tampering, or misuse of library computers or equipment is strictly prohibited.

Library staffs are available to provide assistance, guidance, and support to users in accessing resources, finding information, and using library services. Users should respect library staff and follow their instructions regarding library operations, policies, and procedures. Feedback or suggestions for improving library services or facilities are encouraged and can be submitted through designated channels.

Users should help maintain the security of library resources and facilities by reporting any suspicious activities, theft, or damage to library staff. Library materials

should not be defaced, damaged, or removed from the library without proper authorization. Visitors may have limited access to library resources and services, subject to library policies and regulations.

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**Sports Complex utilization:**

The sports complex utilization policy ensures the safe, efficient, and fair use of the university sports complex facilities by all individuals accessing and utilizing the sports complex. The sports complex is open to authorized members, including students, faculty, staff and their family members. Users must present a valid identification card or membership card to access sports complex facilities and participate in activities. Access to specific areas or facilities within the sports complex may require additional authorization or eligibility criteria.

All sports complex users must conduct themselves in a manner that promotes safety, sportsmanship, and respect for others. Disruptive behavior, aggression, or harassment towards other users, staff, or officials is strictly prohibited. Users should follow the rules and regulations of the sports complex, including any specific guidelines for each facility or activity. Smoking, consumption of alcoholic beverages, or use of illegal substances is strictly prohibited within the sports complex.

Sports complex facilities, including fields, courts, pools, or gymnasiums, may be available for students, staff and their family members or reserved for specific activities or events. Users may be required to make reservations in advance to ensure fair access and proper scheduling of facilities. Priority for facility reservations may be given to official sports teams, clubs, or academic programs, as specified by the institution. Users must adhere to the designated time slots, durations, and rules associated with their facility reservations.

Users must use sports complex equipment and resources responsibly, following proper safety guidelines and instructions. Any damage or malfunction of equipment

should be reported immediately to sports complex staff. Users should respect shared equipment and return it to its designated storage area after use. Unauthorized removal or misuse of sports complex equipment is strictly prohibited.

Users are responsible for their personal health and safety while utilizing sports complex facilities and participating in activities. Users should warm up properly, use appropriate protective gear, and follow recommended safety practices for each activity. Any injuries, accidents, or medical emergencies should be reported immediately to sports complex staff or designated personnel. Users should comply with any health and safety protocols or guidelines, including hygiene practices and COVID-19 protocols, as determined by the institution.

Spectators and guests must abide by the rules and regulations of the sports complex and follow instructions from staff or officials. Visitors may have limited access to certain areas or facilities, subject to the policies and regulations of the sports complex. Guests should be accompanied by a member or authorized user of the sports complex and comply with all policies and guidelines. The sports complex may be available for external events, subject to availability and approval by the institution. External event organizers or renters must adhere to the policies, rules, and guidelines of the sports complex and obtain necessary permissions and permits.

### **Computer Labs Utilization:**

This policy outlines the guidelines and expectations for all individuals accessing and utilizing the university computer labs. Access to computer labs is granted to authorized individuals, including students, faculty, staff, and authorized guests. Users must present a valid identification card or access card to enter the computer labs. Access to specialized computer labs or certain software applications may require additional authorization or eligibility criteria.

All computer lab users must conduct themselves in a responsible, ethical, and respectful manner. Disruptive behavior, including excessive noise, unauthorized access to others' accounts or files, or interference with computer systems, is strictly prohibited. Users should follow the rules and regulations of the computer labs, including any specific guidelines posted within the labs. Consumption of food or beverages is prohibited in computer lab areas to prevent damage to equipment and potential accidents.

Users must use computer lab equipment and resources responsibly, following proper operating procedures and guidelines. Users should not tamper with or attempt to modify computer settings, hardware configurations, or software installations without proper authorization. Personal software or data should not be installed on computer lab machines without explicit permission from lab administrators. Any damage or malfunction of equipment should be reported immediately to the lab administrators or designated technical support staff.

Users should respect software licenses and copyright laws when utilizing software applications or accessing digital resources. Unauthorized copying, distribution, or sharing of copyrighted materials is strictly prohibited. Users should not download or install unauthorized or potentially harmful software or files onto computer lab machines. Lab computers should not be used to access or store illegal, offensive, or inappropriate content.

Users should take necessary precautions to ensure the security and privacy of their personal data while using computer lab facilities. Users should log out of their accounts and close all applications when finished using computer lab machines. Users should not leave personal belongings unattended in the computer labs, and the institution is not responsible for any loss or theft.

Computer lab occupancy and scheduling should be managed efficiently to ensure fair access and optimal utilization. Users may be required to reserve computer lab workstations in advance, following established procedures. Lab administrators reserve the right to allocate specific computer lab resources for specialized purposes or classes. Users must comply with all institutional policies, guidelines, and applicable laws while using computer lab facilities. Any violation of the computer labs utilization policy or other institutional policies may result in disciplinary actions or loss of lab access privileges.

**Classrooms utilization:**

A well-structured classroom utilization policy is essential to ensure the effective use of university facilities and to create an optimal learning environment for students. Its aim to optimize the usage of available teaching spaces efficiently and ensures equitable access to classrooms for various academic activities while maintaining a conducive learning environment for students and faculty.

The academic office or registrar will manage the scheduling of classrooms. Priority will be given to regular academic courses, including lectures, seminars, and workshops. Special events and extracurricular activities may also be accommodated if they align with the university's mission and do not significantly disrupt academic activities.

Classroom schedules should be prepared well in advance, preferably before the start of each semester. Early planning allows students and faculty to be informed of their allocated spaces and enables the efficient use of facilities. Factors such as class size, equipment requirements, and accessibility should be taken into account while allocating classrooms.

Classrooms should not be overcrowded, as it can negatively impact the learning experience. Each classroom should have a maximum capacity, adhering to safety and fire regulations. In the event of a class cancellation, the instructor should inform the academic office promptly. The vacant slot may be reassigned for makeup classes or other academic purposes. Rescheduling should be done with minimal disruption to students' schedules. Faculty and students should adhere to scheduled class timings to avoid overlapping or delays that may affect subsequent classes.

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