Policy for Usage of Campus Facilities

Version: 1 | 01 August, 2019

RACI Chart - **R**esponsibility(Recommender), **A**ccountable (Approving) **C**onsulted, **I**nformed

Responsible	Accountable	Consulted	Informed
Chief Administrative Officer - Campus	Registrar	1. Director - Student Life 2. Mission Director 3. Vice-Chancellor	1. All Students 2. All Employees 3. Board of Management 4. Executive Committee 5. Governing Council

Revision history

Version	Prepared by	Significant changes	Page No.	Reviewed by	Approved by	Approval date
1	Chief Administrative Officer - Campus			1. Director, Student Services 2. Mission Director	Vice Chancellor	

Table of Content

1. **Guiding Philosophy:**

   1.1. Krea's approach to interwoven learning means that the campus and its facilities are an active component of the learning experience. We envision the campus to be a space which enables a spirit of collaboration, facilitates interaction and allows for open dialogue and exchange of ideas

   1.2. Usage of the campus facilities should be seen as an opportunity to:

       1.2.1. Develop a sense of co-ownership, responsibility and respect for common resources while keeping in mind the interests of all current and future stakeholders of the campus

       1.2.2. Learn how to schedule and plan engagements and interactions in a manner that multiple interests for use of any specific facilities get catered to in the most efficient manner

       1.2.3. Develop an appreciation of constraints and rules that may be applied with a goal to serve the long term interest of all users and to ensure the continued availability of campus resources

   1.3. The University hopes that all users will actively contribute to refinement of the process of use and also motivate addition of new resources and facilities

   1.4. In keeping with its mission, Krea is absolutely committed to an environmentally friendly campus and expects all users of the campus to contribute to this effort

   1.5. Krea aspires to set the standard in not only the quality of infrastructure and facilities but also in its commitment to creating a seamless experience for users and an environment friendly campus. In doing so, the University wants to ensure that all its users have a truly world-class experience and imbibe a high operating standard for provision and use of facilities in their professional and personal context

   1.6. Krea urges every user to work with a goal to leave the campus and all its facilities in a better shape for future users in comparison to what they have experienced

2. **Approach:**

   2.1. This policy is intended to establish certain processes and requirements for the use of University facilities and to facilitate the efficient, safe, and orderly use of such facilities and grounds, consistent with the University's mission.

   2.2. The use of campus facilities is intended primarily for the students, faculty and administrative staff, guests of the University who will use it for purposes of education, training and extracurricular activities

   2.3. Campus Administration may decide to offer certain parts of the campus infrastructure for use by external parties on a restricted basis. External

parties may use designated spaces of campus facilities only and they should not infringe upon, disrupt or create conflict with the operations and activities of the University

2.4. Permission to use a certain campus facility does not indicate any kind of endorsement, sponsorship, or support by the University of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers in that event or program

2.5. This policy is in compliance with norms and laws pertaining to pollution control and electronic waste management

2.6. This policy should be referred to, in conjunction with the following other policies:
- 2.6.1. Policy for Safety and Security
- 2.6.2. Code of Conduct for Students
- 2.6.3. Student Life Policy
- 2.6.4. Policy and Process for Grievance Redressal - Students
- 2.6.5. Policy and Process for Grievance Redressal - Employees
- 2.6.6. Policy for Disciplinary Action – Students

3. Applicability:

This policy applies to all students, employees, guests and any individual / group affiliated to the University, including from outside the University

4. Definitions:

4.1. Facility: The term "facility" refers to any kind of building, structure, indoor spaces like classrooms, seminar halls, library, laboratories, dining hall, student lounge etc., equipment, furniture and furnishings, outdoor spaces like playfields, parking lots, landscaped areas and any other outdoor space assigned by the University

4.2. Internal Users: This term refers to the students, schools, offices, employees who are directly affiliated to the University and using the facilities for official purposes

4.3. Committee: Refers to the Infrastructure and Facilities Management Committee, unless otherwise stated

4.4. External Users: These are groups, organisations, individuals or programmes which are not directly affiliated to the University and use the facilities after seeking revocable permission from the University

4.5. Policy: Refers to the Policy for Usage of Campus Facilities, unless stated otherwise

4.6. Department: Campus Administration Department (CAD), unless otherwise stated

4.7. Authorized entry: Entries that are sanctioned as per user type or authorized by the Department

4.8. Campus Administration: Members of the team led by the Chief Administrative Officer - Campus

4.9. External parties: Other academic institutions, organizations which may seek to use campus infrastructure

4.10. Academic activity: activities that include teaching, training on academic topics

4.11. Bodies: Statutory Bodies like the Governing Council, Board of Management, Academic Council or any similar authority created under the provisions of the Act or First Statutes

4.12. Sponsored events: events that are supported by external not-for-profit, or business organizations through contributions in cash or kind

4.13. Prior Permission Facilities: those facilities that need prior permission subject to availability and usage requirement, for use by any user

4.14. Programme Office: The team that anchors programme schedule and delivery for any given program or School

5. Infrastructure and Facilities Management Committee (IFMC)

5.1. Constitution: There will be one IFMC for the University. It will comprise of the following members:

    5.1.1. Mission Director as Chairperson

    5.1.2. Director - Student Life

    5.1.3. Chief Information Officer

    5.1.4. Two student representatives. Such representatives should be senior most/final year students or the Head of the Student Body. One of the two members should be a woman

    5.1.5. Any other invitee as per the request of the Mission Director

    5.1.6. Chief Administrative Officer - Campus (CAO) as Member Secretary

5.2. Duration: The term of the Committee members will be usually for a year and nominations can be changed as per the Constitution presented above

5.3. Responsibilities:

    5.3.1. Review the policy and make changes to it from time-to-time and publish the approved policy as per process outlined earlier in this document.

    5.3.2. Propose infrastructure and facilities development and management plans to relevant Bodies

5.3.3. Review cases of violations of this Policy and make recommendations for action by the Disciplinary Committee for Students and the HR department for employees

5.4. Meetings:

5.4.1. The quorum of the Committee shall be two thirds of the total number of members in the Committee

5.4.2. The Member Secretary shall call for meeting with the agenda circulated, in normal circumstances, one week in advance of the meeting

5.4.3. Minutes of the meeting shall be recorded by the Member Secretary and approved by the Chairman of the Committee

5.4.4. In normal circumstances the MOM should be finalised within two working days and circulated amongst relevant parties.

5.4.5. IFMC will meet every month and may also convene meetings as required

6. **Various Facilities and their Usage:**

The University's current campus is located on the Central Expressway of Sri City, an integrated industrial and mixed-use park located in the state of Andhra Pradesh, 65 km. from Chennai.

6.1. **Facilities:**

The campus currently comprises:

6.1.1. A main Academic Block comprising classrooms, tutorial rooms, seminar halls, library, labs, other academic services offices, and faculty and administrative staff offices. The Academic Block also houses an ATM.

6.1.2. Residence Halls that provide for the student, faculty, administrative staff rooms with attached toilets and common areas including the Medical Centre housed in Residence Hall 2 and the Laundromat housed in Residence Hall 1

6.1.3. The Dining Hall which houses student, faculty and administrative staff dining facilities and the associated kitchens

6.1.4. The Lounge which comprises of the Student and Faculty lounges as well as the Gymnasium and the Salon

6.1.5. Playfields, Jogging tracks and Open Air spaces

6.2. **Academic Block:**

The Academic Block has classrooms which are enabled with technology and learning tools, tutorial halls, seminar halls for workshops and

symposiums, meeting rooms, open spaces and corridors, laboratories including computer lab, data analytics lab, media lab, physics, chemistry and biology labs. The Academic Block also houses the Library, the Office of Student Life, the IT Hub, a Student Lounge, Faculty and Staff Offices.

6.2.1. Formal Learning Spaces:

6.2.1.1. Classrooms:

6.2.1.1.1. Classrooms are equipped with the required equipment and infrastructure and all users must exercise great care when they are using them

6.2.1.1.2. Access to Classrooms will be restricted by the teaching schedule of any particular day. Only scheduled faculty, staff, students should use it at any given time

6.2.1.1.3. For use of classrooms for special events, guest lectures designated Club Presidents or Student Representatives or Faculty or Staff may seek Prior Permission from CAD by using the required application form

6.2.1.1.4. All users should contribute to the readiness of a Classroom for the next set of users by setting back in order the chairs, desks that they might have used. It is the responsibility of the last person(s) leaving a Classroom to ensure that the lights are switched off

6.2.1.1.5. The housekeeping staff will ensure that the classrooms are ready for use for the next session

6.2.1.1.6. Unscheduled use or entry into the classrooms is strictly prohibited and may invite disciplinary action

6.2.1.2. Tutorial Rooms:

6.2.1.2.1. Access to tutorial rooms is not restricted and can be used by any student or faculty or staff members as required, unless these rooms have been pre-scheduled for use by faculty or other teaching staff members

6.2.1.2.2. For use of tutorial rooms for special events, guest lectures designated Club Presidents or Student Representatives or Faculty or Staff may seek Prior Permission from CAD by using the required application form

6.2.1.2.3. It is the responsibility of the last person leaving the tutorial room to ensure that the room is arranged

properly, lights are switched off, and the room is ready for use by the next set of people. Not following this protocol may invite restrictions on usage

6.2.1.2.4. Housekeeping staff will ensure that the tutorial rooms are ready for use for the next session

6.2.1.3. Disorderly conduct, aggressive behaviour or objectionable conduct in the Classrooms or tutorial rooms is strictly prohibited

6.2.1.4. Photography or videography of events or classroom sessions or guest lectures are not allowed without prior permission from the Program Office

6.2.2. **Library**:

6.2.2.1. The Library consists of a rich collection of over 30,000 books on various subjects

6.2.2.2. The Library strives to provide its users with a wide collection of books and journals to meet the research and instructional needs of the Users. The library also has a collection of 105 Indian and international journals in print format and more than 4500 e- journals available through online databases

6.2.2.3. The Library has electronic journal access apart from books and multimedia and is recognized as a World Bank repository

6.2.2.4. The Library has a collection of Audio Visual Materials in CD and DVD formats. Online Public Access Catalogue (OPAC) provides the facility of browsing and reserving physical materials available at the Library

6.2.2.5. Users will have log in ids to check online status of issued books, suggestions, fines, to create reading lists etc.

6.2.2.6. Producing unnecessary noise in the library, playing audio equipment in a manner which disturbs others or behaving unreasonably should be strictly avoided.

6.2.2.7. Unwanted behaviours which can be disruptive or disturbing for others like staring at another person with an intent to annoy the person, engaging in inappropriate touching, harassment or indecent exposure is not allowed in the Library

6.2.2.8. Sleeping for an extended period of time in the Library or using someone else's space will be considered inappropriate and the Library team is authorized to ask such a User to leave the Library, in their best judgement. Non-compliance with the direction of the officers may call for disciplinary action

6.2.2.9. Misuse, damage of the library equipment, removal or attempt to remove library materials, equipment or resources may be considered for disciplinary action, as per recommendation of the officers of the Library

6.2.2.10. Leaving personal items unattended in the Library is the sole responsibility of the user. The Library staff will not be responsible.

6.2.2.11. Maliciously accessing, altering, deleting, damaging or destroying any computer system or library data will be call for disciplinary proceedings

6.2.2.12. The code described in this policy on the Library is not exhaustive and should be read in conjunction with the Policy for Library Use

6.3. **Residence Halls:**
Student residences are located within the campus.

6.3.1. Student rooms are on twin sharing basis with attached bathrooms. Each room is equipped with all the necessary furniture and fixtures

6.3.2. Water dispensers are kept on each floor in the Residence Halls

6.3.3. A Laundromat is available in one of the Residence Halls for use by the entire community

6.3.4. A Medical Centre is available in one of the Residence Halls for use by the entire community

6.3.5. Common areas like corridors, common rooms, cloak rooms

6.3.6. As two students will share a room, each student is expected to be sensitive to his/her room-mate's requirements

6.3.7. It becomes the responsibility of the students to maintain the furniture and fixture in their rooms and the Residence Halls in good condition

6.3.8. Locking the rooms while leaving for class is absolutely necessary to prevent any theft or loss of items.

6.3.9. Students should refrain from bringing in valuable items, equipment to campus. The University bears no responsibility In case of loss of such items.

6.3.10. All rooms are subject to periodic maintenance and visits by the Residence-in-Charge or other services teams and students are obligated to cooperate with them.

6.3.11. While housekeeping staff will ensure the upkeep of rooms and Residence Halls, the primary responsibility of keeping the rooms clean and tidy rests with the students of the room

6.3.12. The students should abide by the Policy for Student Life

6.3.13. Any damage to common areas like corridors, lawns, dining areas may attract common penalties that may be applied on a specific individual, group of students or all residents of the hall, as per the recommendations of the CAD

6.4. **Healthcare:**
On-campus medical facilities are available for the Krea community

6.4.1. There is a 24 x 7, first response team at the campus Medical Centre. A doctor visits the campus for a defined period of time every day

6.4.2. There is an Ambulance available on stand-by in a ready mode for attending to emergency and crisis situations with necessary equipment. The mobile number of the driver is available with the Residence-in-Charge, the Campus Administration Department and the campus directory

6.4.3. Anyone on the campus can seek assistance from the Medical Centre or call for the Ambulance service as required

6.4.4. In the event of any medical, mental health, family emergency affecting a student, fellow students of the affected student or other bystanders are expected to immediately seek assistance from the Campus Administration Department and inform their Residence-in-Charge or the Medical Centre, as applicable

6.4.5. In case of a medical emergency, 24x7 nurse on duty must be notified.

6.4.6. During a mental health emergency, the counselor must be notified

6.5. **Security:**

6.5.1. The campus is under observation through CCTV cameras positioned in common and critical areas. Some of them provide real-time feed and others are in record mode.

6.5.2. A team of well-trained security guards including lady guards are in place

6.5.3. Certain areas are restricted access areas, indicated through signages or access control mechanisms that restricts access to limited users. The community is expected to strictly adhere to such access restrictions

6.5.4. Every entry and exit from the campus is recorded through appropriate tech-enabled mechanisms including biometrics that the University can mandate use of for entry / exit verification. Such biometrics may also be used in the entry / exit to the Residence Halls.

6.5.5. All users should carry their ID cards at all times in the campus. Users may be barred from any facility in case they do not have their IDs, in the best judgement of the staff members of the CAD

6.5.6. All users should comply with security protocols that may be defined from time-to-time by the CAD

6.5.7. All users are to comply with Policy for Safety and Security

6.6. **Sports Facilities**:

6.6.1. The Krea campus has outdoor sports facilities in the form of space for cricket and football, volley ball courts, basketball court, futsal ground, and cricket pitches

6.6.2. Indoor facilities include badminton courts as well as table tennis, snooker and a fully equipped gym in the Student Hub.

6.6.3. Regular Yoga and aerobic sessions are conducted in the campus.

6.6.4. Users are expected to dress in appropriate attire while using a specific facility

6.6.5. Individual court lights should be switched off after each use.

6.6.6. No equipment should be removed from the sports and fitness facility

6.6.7. Food, beverages are not permitted inside the fitness rooms. Water and sports drinks in resealable bottles are allowed inside the sports and fitness facilities.

6.6.8. Any form of drugs that may enhance performance in competitive sports is not allowed on campus and may call for disciplinary proceedings

6.6.9. Every equipment used should be cleaned and replaced properly in a manner that the next user can use it without any discomfort or unease. E.g. one should wipe down the handles of the gym equipment after use

6.6.10. The use of cameras or mobile phones are strictly restricted inside the gymnasium. Specifically, any attempt to record anyone in a sporting activity by members of the other sex, without the permission of the subject concerned, may call for disciplinary proceedings

6.7. **Other Recreational Facilities:**

6.7.1. There are specific common rooms which are equipped with Audio Visual facilities, projection screens for playing movie shows, presentation, listening to music and with provisions for cultural activities

6.7.2. Students can book common facilities like the Meeting Rooms, Seminar Halls or the Student Lounge in the Academic Block or

Common Rooms in the Residence Halls or the Student Hub for Cultural events, Presentations, Seminars, Workshops, Meetings, Group Discussions and Competitions through the Campus Administrative Manager, with prior permission

6.7.3.   Appropriate behaviour is an absolute must in the common areas including proper attire and the misuse of audio equipment or mobile phones which can disturb others

6.8.   **Dining, Food and Beverage Facilities:**

6.8.1.   The campus has a well-equipped full-service Dining Hall with an experienced outsourced caterer

6.8.2.   CAD ensures the highest standards of hygiene and quality in the organization and delivery of the dining experience

6.8.3.   The Dining Hall should be used only for having food served by the caterer. Food from outside is not allowed. This is to ensure that the catering company is not held responsible for any hazards that are not fully under their control

6.8.4.   At the beginning of every term, the menu and meal charges will be provided by the CAD. The Food Committee of the Student body plays a role in shaping the menu from time to time

6.8.5.   Users are expected to dress appropriately while using the Dining Halls

6.8.6.   No crockery or cutlery item can be carried out of the Dining Hall, except by the members of the hospitality or catering services team

6.8.7.   Cleanliness of the Dining Hall and maintenance of crockery and cutlery are the responsibility of all users. Any deliberate attempt to damage the crockery, cutlery or furniture in the Dining Hall may attract disciplinary proceedings

6.9.   **IT Hardware and Network Infrastructure:**

6.9.1.1.   The campus has a robust IT infrastructure in place and provides for WIFI connectivity in all major buildings and some outdoor spaces

6.9.1.2.   The IT Department is responsible for the continuous development and upkeep of the infrastructure

6.9.1.3.   The internet facilities are provided to the students for academic work and communication. It should not be misused to download items such as movies, music, pornographic material or running torrent downloads

6.9.1.4.   All users shall abide by the IT Policy on using the IT services on campus. Any contravention can attract disciplinary action.

6.10.   **Other Services:**
   6.10.1.   **Guest Room Services:**
   Krea, has a limited number of guest rooms which can be availed by guests based on availability. Prior permission will be required for using these guest rooms
   6.10.2.   **Housekeeping Services:**
      6.10.2.1.   The University has housekeeping services in place to maintain a clean and hygienic environment in the Campus
      6.10.2.2.   All users are obliged to be respectful and courteous to every staff member of these services. Instances of disrespect may call for disciplinary action
   6.10.3.   **Laundry:**
   A Laundromat is available in on the ground floor of Residence Hall 1. Students are not permitted to hang clothes to dry in the corridors. They are expected to use the laundromat or dry clothes in their bathrooms
   6.10.4.   **ATM:**
      6.10.4.1.   The campus has an ATM set up by ICICI Bank in the Academic Block, Ground Floor
      6.10.4.2.   Other additional bank transactions can be routed through ICICI Bank that's available near the campus at Sri City
   6.10.5.   **Convenience Store:**
      6.10.5.1.   The University has an in-house convenience store to provide for all essential items like stationeries, groceries, snacks, beverages, personal care products.
   6.10.6.   **Photocopying and Printing Facility:**
      6.10.6.1.   This facility is available on a chargeable basis for students to making photocopies or print material. Additionally, an outside vendor undertakes specific requirements like large size printing, bulk printing, posters, spiral binding etc. on a chargeable basis and with advance intimation
      6.10.6.2.   All photocopy and printing of copyrighted material is subject to the provisions of the Copyright Act, and students will be held responsible for any violations of third party copyrights
   6.10.7.   **Travel and Courier Desk:**
      6.10.7.1.   CAD operates a shuttle service between the campus and Chennai twice a week.

6.10.7.2.   It also helps provide access to travel and courier operators locally

7.   General Provisions for the Usage of Facilities in Campus

7.1.   The use of University facilities should be in accordance with the educational purposes of the University.

7.2.   The purpose for which the facility is requested to be used should be consistent with the main function for which the facility was designed for. Some facilities are assigned for specific purposes and cannot be used for any other event:

    7.2.1.   Certain facilities should be used only for specific purposes like the office rooms, washrooms, stairways and hallways

    7.2.2.   Certain facilities like the Mechanical room, IT room, rooftops, maintenance rooms, kitchens, laboratories can only be used for their appropriate functions and should not be infringed upon due to safety and security issues

7.3.   The Academic Block facilities can be utilized for scheduling academic classes or guest lectures, academic activities, sponsored events or co-sponsored events.

7.4.   Classrooms and Laboratories cannot be used for events by external users. Only designated areas of the facility are to be used for events like Seminar Halls, Lounges, Open Air Theatre etc.

7.5.   The campus facilities cannot be used in a manner which creates conflict amongst the users and stands in violation of any of the other policies of the University

8.   Responsible Use:

    8.1.1.   All users of the campus are expected to use water wisely and not waste a precious and increasingly scarce resource

    8.1.2.   The campus has invested in solar panels that address a part of the campus's energy needs. However a significant part of the energy needs are still met by thermal power. Switching off lights, fans, air conditioners when not in use, can significantly reduce resource utilization and the carbon footprint of the campus

    8.1.3.   The CAD will move towards waste segregation at source and the reduce-recycle-reuse approach to waste management. All users are expected to actively participate in enabling a zero waste campus over time

    8.1.4.   Electronic waste management: The CAD, in collaboration with the IT Department, will ensure that the University is in compliance with electronic waste management rules of India and works with a reputed party to effect e-waste management

9.   Response Standards to Requests for Use of Infrastructure

9.1. The Campus Administration Department is committed to the highest standards of responsiveness and support to all users, enabling their convenience and access of using the campus facilities:

9.1.1. On all requests for use of any facility that needs prior permission, in normal circumstances, the Office will revert within 36 hours of receiving the query

9.1.2. On all requests for use of other facilities, which do not require prior permission, in normal circumstances, the Office will revert within one hour of receiving the query

9.2. There will be a running log of queries maintained that will be reviewed frequently by the Chief Administrative Officer - Campus

10. Grievance:

Users of the campus may file a grievance pertaining to the services and usage of facilities as per the Grievance Redressal Policy

11. Changes to the Policy:

Krea University reserves the right to change this Policy from time to time. Changes will be made after due deliberation and recommendation by the Committee for Campus & Facility Management and approval process as defined in the earlier part of this policy.

12. Regulatory Compliances and References

This Policy is in compliance with laws pertaining to usage of facilities as per building bye laws and Noise Pollution (Regulation and Control) Rules, 2020