MEDHAVI SKILLS UNIVERSITY
Skill • Empower • Liberate

Medhavi Skills University
Policy on Access to Campus Educational Resources & Infrastructure Facilities
W.e.f.: 04th July 2024

University holds its infrastructure as a public resource. This policy opens the University's facilities to people beyond the campus, wherever appropriate, to support community development, educational advancement, health and wellness, research, and social inclusion. It reflects the University's commitment to quality education, good health and equal opportunities.

Facilities Covered

- Sports facilities: Indoor and Outdoor
- Yoga Centre
- Research laboratories
- Library Resources
- Testing laboratories
- Special Session for Public Use including seminars, workshops, public lectures, skill-development programmes, career counselling sessions and community awareness activities.
- Seminar halls and auditorium

Eligible Beneficiaries

- School students
- College students
- Non-governmental organizations (NGOs)
- Local community members
- Underprivileged sections of society

Access Principles

1. **Prior request and approval:** Access is granted on a prior written or online request, subject to approval, availability, and applicable safety and institutional requirements.
2. **Academic priority:** The University's own teaching, research, examinations and events take priority. Community use is scheduled so that it does not disrupt them.
3. **Equal access:** Access is open to all eligible beneficiaries without discrimination on grounds of ethnicity, religion, caste, disability, immigration status or gender, in line with the University's Equal Access and Non-Discrimination Policy.
4. **Accessibility:** Facilities will be made accessible to people with disabilities, with reasonable adjustments on request.
5. **Transparency:** Procedures, forms, fee schedules and contact details are published on the University Notice Boards and publicly accessible areas.

MEDHAVI SKILLS UNIVERSITY SIKKIM

Application and Approval Process

Applicants submit a request to the Administration Department stating the purpose, facility, dates, number of participants and the organization's details. Requests are acknowledged within 3 working days and decided within 7 working days. Approved users receive written confirmation with the terms of use. The University may decline or cancel a booking for safety, security, maintenance, legal or capacity reasons, and will give reasons in writing.

6. Conditions of Use by Facility

- **Sports and Yoga Centre:** Use is during designated hours, with suitable attire and equipment. Schools and groups must bring a responsible adult supervisor. Users follow safety instructions and medical-fitness guidance.
- **Research laboratories:** Access is limited to supervised, pre-approved visits, demonstrations, and collaborative or training activities. Users follow biosafety, chemical and equipment protocols, respect confidentiality and intellectual property, and may not operate sensitive equipment without authorization.
- **Library Resources:** Access to general reading materials, newspapers, magazines, reference books, digital literacy resources, and lifelong learning materials.
- **Testing laboratories:** Services are offered for samples and tests within the lab's capacity and accreditation, under published testing protocols, timelines and rate schedules.
- **Special Session for Public Use** including seminars, workshops, public lectures, skill-development programmes, career counselling sessions and community awareness activities.
- **Seminar halls and auditorium:** Use is for educational, cultural, social-welfare and community events that are lawful and non-political, with attendance within fire-safety limits. Organizers are responsible for conduct, permissions and restoring the venue.

Free Access

Eligible facilities are provided free of cost to **school students** and **underprivileged sections of society**, in accordance with the University's commitment to social inclusion and community welfare.

Nominal fee may be considered for NGOs, trusts, societies and the local community on a case-by-case basis for programs with clear public benefit.

Safety, Liability and Conduct

Users must follow University rules, security procedures and the instructions of staff. Group organizers sign an undertaking accepting responsibility for participants and for damage to university property. Minors must be accompanied by a teacher or guardian. The University may suspend access for misconduct or unsafe use.



MEDHAVI SKILLS UNIVERSITY
Skill • Empower • Liberate

Grievances

Users may raise concerns with the Admin Officer or the Grievance Redressal Committee for any issues.

Monitoring and Review

The University will keep records of requests, approvals, users by category and the number of free accesses beneficiaries, and collect user feedback.

This policy will be reviewed every three years or earlier if needed.

