



D Y PATIL INTERNATIONAL UNIVERSITY

AKURDI PUNE

(Established under Maharashtra Act No. LXIII of 2017)

Infrastructure Use Policy

1. Purpose

The purpose of this Infrastructure Use Policy is to establish guidelines and procedures for the effective, safe, and responsible use of infrastructure at DYPIU. This includes physical facilities, technological resources, and equipment provided by the university. Adherence to this policy ensures that infrastructure supports academic, research, and administrative functions efficiently and aligns with the university's mission and values.

2. Scope

This policy applies to all members of DYPIU, including students, faculty, staff, and authorized external users who utilize university infrastructure.

3. Definitions

- **Infrastructure:** Includes buildings, classrooms, laboratories, computer labs, libraries, equipment, and other physical or digital resources.
- **Authorized Users:** Individuals or groups who have been granted permission to use DYPIU infrastructure in accordance with university policies and procedures.

4. General Principles

- **Compliance:** All users must comply with DYPIU's regulations, guidelines, and applicable laws while using university infrastructure.
- **Respectful Use:** Infrastructure should be used responsibly, with respect for its purpose, and with care to avoid damage or misuse.
- **Safety:** Users must adhere to safety guidelines and protocols to ensure a safe environment for all.

5. Access and Usage

5.1 Physical Facilities

- **Classrooms and Laboratories:** Access is granted through a booking system managed by the Registrar Office. Requests should be submitted at least:

For meeting Rooms: 2 days in advance.

Use of classrooms beyond allocations: 2 days in advance

Use of Labs beyond allocations 6 working days in advance.

- **Libraries:** Use of library resources should comply with the Library Code of Conduct. Books, journals, and other materials should be handled with care and returned promptly.
- **Recreational Facilities:** Use of gyms, sports facilities, and other recreational areas requires prior booking and adherence to the respective usage policies.

5.2 Technological Resources

- **Computer Labs:** Access to computer labs is available during specified hours. Users must log in using their university credentials and follow all IT security protocols.
- **Software and Applications:** University-provided software and applications are for academic and administrative purposes only. Unauthorized installation or use is prohibited.
- **Internet Access:** Internet access is monitored and must be used in compliance with the university's Acceptable Use Policy. Personal use should be minimal and should not interfere with academic or administrative functions.

6. Maintenance and Repairs

- **Reporting Issues:** Users must report any issues or damage to infrastructure to the Facilities Office or IT Support immediately.
- **Scheduled Maintenance:** Regular maintenance and repairs will be scheduled to ensure infrastructure remains in good condition. Users will be notified of any planned disruptions to services.

7. Security and Data Protection

- **Physical Security:** Users must ensure that doors, windows, and other entry points are securely closed after use. Access should be restricted to authorized individuals only.
- **Data Security:** Confidential and sensitive data must be protected in accordance with DYPIU's Data Protection Policy. Users should ensure that all files and data are securely logged out and deleted from public access computers.

8. Responsibilities

- **Users:** All users are responsible for adhering to this policy and ensuring that they use university infrastructure in a manner that does not compromise its integrity or functionality.
- **Department Heads:** Department heads are responsible for ensuring their team members are aware of and comply with this policy.
- **Facilities Office:** The Facilities Office manages the booking, maintenance, and overall management of physical infrastructure.
- **IT Support:** IT Support is responsible for managing technological resources, including software, hardware, and internet access.

9. Violations and Consequences

- **Policy Violations:** Any violation of this policy may result in disciplinary action, which could include suspension of access privileges, fines, or other penalties as deemed appropriate by DYPIU.
- **Reporting Violations:** Users are encouraged to report any policy violations or misuse of infrastructure to the appropriate university authorities.

10. Review and Revision

This policy will be reviewed and updated as necessary to reflect changes in university operations, technology, or regulatory requirements.

11. Approval and Implementation

This policy is approved by the competent authority. All members of DYPIU are required to familiarize themselves with this policy and adhere to its guidelines.



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