11 SUSTAINABLE CITIES AND COMMUNITIES



Policy SDG 11: Sustainable Cities and Communities

Guidelines for Access of University Resources

Applies to: buildings, library, exhibition spaces, green spaces, laboratories, health, sports and agricultural facilities. Approved by the Registrar.

1. Introduction

GD Goenka University recognises that the value of its infrastructure goes beyond teaching, to research collaboration, professional development, knowledge sharing and community engagement. Through its academic facilities, research infrastructure, healthcare services, sports amenities and outreach, the University opens its resources to eligible external users while safeguarding them.

1.1 The University's resources include the Library and Information Resource Centre, digital learning resources, academic and research laboratories, the Central Instrument Laboratory, auditorium, sports facilities, medical services, agricultural learning facilities, landscaped areas and designated event spaces. Access depends on the purpose of the request, operational availability, safety requirements and approval of the competent authority.

1.2 Users are expected to respect intellectual property, copyright, confidentiality, cultural differences, University property and the law, and to follow the University's safety, security and conduct rules.

2. Scope

University resources, including academic landscapes, heritage areas, libraries, laboratories, museums, galleries, auditoriums, theatres and sports facilities, serve students, faculty and staff first. To meet its commitment to the community, the University also grants external users access to designated scholarly resources and campus infrastructure.

2.1 **External user:** an individual or organisation not currently enrolled or employed at GDGU, including alumni, researchers, students and faculty of other institutions, industry professionals, government bodies, NGOs, schools, associations, community organisations, farmers and members of the public.

3. Objectives

3.1 To make eligible University resources accessible in a clear and accountable way.
3.2 To support academic exchange, research collaboration, professional education and skills development in University facilities.
3.3 To add value to University resources through outreach, technical engagement, cultural events and knowledge sharing.

4. Eligibility

4.1 Alumni may use University facilities after registering on the alumni portal and showing identification.
4.2 Other external users may be allowed with the approval of the competent authority.
4.3 External users with a valid ID card of an academic institution, industry, research institution or statutory body may use the services.
4.4 Members of the general public may be allowed on approval of the competent authority.
4.5 External users state the scope, purpose and duration of the visit; slots are allotted by availability.

4A. Visitor registration and visitor ID card

4A.1 Every external visitor gives their details – name, contact number, purpose of visit and a government-issued photo ID – to the University in advance or at the security gate.
4A.2 On registration the visitor is issued a **visitor ID card**, which is worn on campus and returned on leaving.
4A.3 Registration and the visitor ID card are free of charge. They are a safety and security measure and give access to the facilities open to visitors under these guidelines.

5. Access to buildings, monuments and natural heritage landscapes

5.1 University buildings are centres of knowledge. The University provides free access to them for all knowledge seekers, including alumni, students and staff of other organisations, associations, clubs, NGOs, schools and members of the public, on registration under clause 4A.
5.2 Users must not harm or damage these buildings, monuments or landscapes.
5.3 Visits take place during official hours, accompanied by University staff.
5.4 Users carry the visitor ID card issued under clause 4A.
5.5 **The University does not charge any user whose visit is for an educational purpose.**

6. Access to the Library and online courses

The Library supports teaching, learning and research with books, journals, reference works, periodicals and digital resources. The Open Access E-Resources portal also directs users to free e-books, e-journals, theses, dissertations and repositories.

6.1.1 External users may use the Library and the e-resources subscribed by GDGU **free of charge**, on showing the visitor ID card issued under clause 4A and signing the Library register.
6.1.2 External users read on the premises; material is not issued for loan.
6.1.3 Alumni may use the University's e-resources from outside the campus on request and approval.

7. Access to museums, exhibition spaces, auditorium and galleries

The auditorium and other designated spaces host conferences, seminars, workshops, cultural shows and educational activities, and may be used by NGOs, clubs, schools and educational institutions for approved activities, subject to availability.

7.1 External users may use these spaces provided facilities and property are not misused or damaged.
7.2 Access is during designated hours, with an authorised University official.
7.3 Users show valid identification and any supporting documents requested.
7.4 Use requires written request and formal approval based on availability, duration and any applicable charges.
7.5 NGOs, associations, schools and institutions describe the nature of the activity in the request.
7.6 Failure to follow these guidelines may lead to denial of access.

8. Access to open and green spaces

The University provides free access to its designated open and green spaces for visitors registered under clause 4A, and for academic, community and outreach activities.

8.1 Individual visitors may use the open and green spaces during campus hours. Educational institutions, community organisations and other groups may visit designated outdoor areas for educational or environmental purposes.
8.2 Visits take place at approved times and may be supervised by University staff.
8.3 Visitors protect trees, plants, landscaped areas and campus infrastructure and do not litter.
8.4 Requests state the purpose, activities, number of participants and duration.
8.5 Plantation drives, environmental demonstrations and organised gatherings need prior authorisation.
8.6 Visitors follow campus rules and the instructions of the responsible department.

9. Access to laboratories

GDGU maintains academic and research laboratories, and its Central Instrument Laboratory provides approved research and analysis services to other institutions and industry.

9.1 Access is through formal approval, subject to availability and the published tariff where applicable, for the prescribed time.
9.2 Users state the scope, reason and duration of access.
9.3 Complaints are handled by the person in charge of the facility with the competent authority.
9.4 Non-compliance may lead to termination of use.
9.5 Users follow the rules of the laboratory they use; work with sophisticated instruments, chemicals or computers is supervised by laboratory staff.
9.6 IT facilities are used only for approved purposes, within the law, University policy and the IT Act of the Government of India.

10. Access to health services

GDGU runs a 24-hour on-campus infirmary with physicians and physiotherapists, a 24-hour ambulance, and partnerships with hospitals in Sohna and Gurugram.

10.1 Availability to external users depends on the scope of the facility and arrangements approved by the University. Those seeking consultation or physiotherapy contact the facility to confirm eligibility, availability and charges.
10.2 Community health camps, screening and awareness programmes are run through approved outreach.
10.3 Treatment is given by qualified staff; personal health information is kept confidential; referrals are made where needed.
10.4 Charges, concessions and free services follow the University's approved arrangements.

11. Access to sports facilities

Facilities include the Fit Fusion Fitness Centre, football ground, basketball court, racket sports arena, swimming pool and cricket facilities.

11.1 External institutions and individuals may request use for approved activities, stating the sport, purpose, participants and schedule.
11.2 Access depends on availability, approval and the facility's rules; users follow the instructions of coaches and facility managers.
11.3 Schools, colleges and other organisations may propose sporting events and inter-institutional competitions.

12. Access to agricultural facilities by farmers

The School of Agricultural Sciences has a hydroponics centre, mushroom production centre, organic farms, beekeeping centre and modern laboratories.

12.1 Farmers, producers, colleges and other organisations may apply for demonstrations, knowledge transfer or training, stating their goals, facilities needed and time required.
12.2 Use of plots, experimental areas, laboratories and tools is subject to departmental approval; nothing may be taken away without written permission.
12.3 The University runs demonstrations and training for farmers on hydroponics, organic farming, mushroom cultivation, beekeeping and horticulture.

13. Access to outreach activities and events

Outreach includes school presentations, seminars, conferences, webinars, competitions, lab visits and other public events.

13.1 Participation is open on registration, as announced in advance through University channels.
13.2 Participants follow the rules of the event; non-compliance may lead to cancellation of participation.

14. General provisions

14.1 The University seeks to maximise the educational, research and community value of its resources through suitable arrangements and partnerships.
14.2 Access is decided by purpose, availability, approval, safety and applicable fees, if any.
14.3 The University may change, suspend or withdraw access when needed to protect people, property and the conduct of teaching and research.

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