



Tantia University

SRI GANGANAGAR (RAJASTHAN)

(Established by State Govt. Act 32 of 2013 & U/S 2 (f) of UGC Act. 1956)

Policy title	<u>Policy for Community Access To University Physical Resources</u>
Effective date	10-01-2025
Next scheduled review	Three years after the effective date, or earlier if applicable rules change

Tantia University, Sri Ganganagar, makes selected physical resources available to nearby communities for education, welfare and community service. This Policy allows local residents, schools, colleges, farmers and community organisations to use approved physical resources for sports, cultural activities, library use, laboratory work, agriculture, legal help and healthcare. It provides fair and affordable access through the BPL, APL and Subsidised categories, with clear rules about who can use the services, fees, staff supervision and responsible use. Local residents and groups may suggest improvements. Community use depends on available staff, space and safety. Teaching, examinations, research, patient care and planned University programmes remain the first priority.

Policy Statement

The University will make approved physical resources available to local residents, schools, colleges, farmers and community organisations during the hours announced by the University. Users may suggest improvements to these services.

There are three user categories: Below Poverty Line (BPL), Above Poverty Line (APL) and Subsidised. Approved services are free for users whose BPL status has been checked. APL users pay the published small fee. Subsidised users pay the approved reduced fee. Staff cannot set or collect fees that the University has not approved.

Use of physical resources depends on available space, staff, safety and rules for physical resources. Legal information, basic guidance and help with contacting the right legal service are free for all users. The responsible Legal Services Authority decides whether a person can receive help with representation in court.

Purpose and Objectives

The objectives of this Policy are:

- To provide suitable University physical resources for community welfare, especially for BPL households.
- To provide free access for BPL users, small approved fees for APL users and reduced fees for Subsidised users.
- To support education, sports, culture, farming, legal awareness and affordable healthcare.
- To protect academic work, safety, privacy and financial records.
- To review use and service quality and make practical improvements.
- To involve University staff and students in community service.
- To involve local residents and groups in planning and reviewing services.



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Scope and Eligibility

This Policy applies to nearby residents, schools, colleges, farmer groups, community organisations and the University departments providing services. The University announces which local areas are covered. Classes, examinations, research, patient care and planned University activities take priority over community use.

BPL users show a BPL or Antyodaya card, or other government proof accepted by the University. APL users show proof of identity and local address. The University sets rules for reduced fees based on financial difficulty, education or community welfare. The Registrar or an officer given this responsibility approves the fee reduction. If documents are unavailable, the University office sends the request to that officer for a decision. Only information needed to check the user's category is collected.

Community Services and Rules for Physical Resources

Physical Resources for Sports

The Sports Office opens suitable grounds and courts during approved community hours. It sets the number of users allowed, age limits, supervision and equipment rules, and arranges first aid. Each group names one person in charge. Visitors stay within the approved area.

Auditorium and Community Events

The auditorium may be used for approved educational, cultural, public-health and welfare programmes. The Events Office checks the purpose, number of participants, time needed, equipment and fire safety. Fees follow the approved BPL, APL or Subsidised category. Business, political or private events require separate written permission. Organisers are responsible for participant behaviour and required permissions. Events must not disturb teaching or examinations.

Library Access

The Library may allow local students from the approved area to use the reading room during announced hours. BPL use is free; APL and Subsidised users pay the approved fee for their category. Books are read inside the Library. Borrowing, printing, computers, Wi-Fi and online resources require the Librarian's permission and must follow the rules of the service providers.

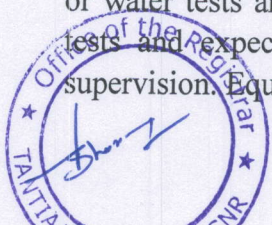
Teaching Laboratories for School and College Students

Departments may arrange demonstrations and practical sessions for nearby schools and colleges under staff supervision. The department head approves the activity, group size, staff, safety equipment and first aid. Schools and colleges provide a teacher in charge and the required permission for children. Dangerous equipment and areas closed to visitors require special approval and supervision.

Agriculture Laboratory and Equipment for Farmers

The Faculty of Agriculture may offer demonstrations under staff supervision, approved soil or water tests and farming advice. It announces available services, the samples needed for tests and expected completion times. Users handle equipment only with permission or supervision. Equipment stays on campus unless taking it outside is separately approved.

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Legal Aid Cell

The Legal Aid Cell, the University's legal help service, provides legal information, basic guidance and help with contacting the right legal service under qualified supervision. It keeps information private, checks for personal or professional connections that could affect its advice, and explains what help it can provide. Students assist only with approved tasks. The service may direct users to the District or State Legal Services Authority. It does not promise court representation or a particular result in a case.

University Hospital and Diagnostic Laboratories

The University Hospital announces the consultations and tests covered by this Policy. Listed services are free for users whose BPL status has been checked. APL and Subsidised users pay the approved fee for their category. Hospital staff decide which patients need care first, obtain patient permission and manage appointments, infection prevention and further care. Booking or fee reductions do not change medical decisions. Fees for services outside the approved list are explained before the service, except in emergencies.

Fees, Waivers and Financial Controls

The Finance Office and staff in charge of physical resources suggest APL fees, reduced fees for Subsidised users and the funds needed for free and reduced-fee services. The University approving authority agrees to these before services begin. The fee details explain what each payment covers, any extra costs and cancellation rules. BPL users pay no fee or deposit for approved free services.

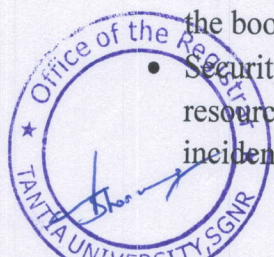
Users pay at approved payment counters or through approved digital payment methods and receive a receipt. Free services are recorded with a zero fee. Reduced-fee and paid services are recorded separately. Fee changes need approval and must be announced. The Finance Office identifies funds for free and reduced-fee services. Legal information, basic guidance and help with contacting the right legal service remain free for all.

Group requests follow the approved group rules and fees. Government and government-aided schools and colleges receive approved community services free. BPL community groups receive free services after their category is checked under these rules. Other groups pay the approved APL or Subsidised group fee. Any special fee reduction needs approval from the Registrar or the officer given this responsibility.

Access Procedure

- The applicant sends a request to the University office to use the physical resources. The office checks the applicant's local address and BPL, APL or Subsidised category. It then sends the request to the person in charge of the physical resources.
- The person in charge checks whether the physical resources, space and staff are available and whether the activity is safe. Schools and colleges provide the number and ages of visitors and the name of the teacher in charge.
- The University office tells the applicant the approved date, time, category, amount to pay, where to enter and the rules to follow. Any required payment must be made before the booking is confirmed.
- Security staff record when visitors enter and leave. Staff responsible for physical resources record the number of visitors and the service used. Any accident or other incident is reported immediately.

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- The University may refuse a request or offer another date if the physical resources are needed for University work, are already fully booked or are unsafe, or if the applicant's category or local address has not been confirmed. The University office records and explains the reason. Any advance payment is refunded or used for a later booking under the published cancellation rules.
- The University shares details of services, who can use them, charges, opening hours and contact numbers in Hindi and English. These details are available on notice boards, the University website and through local community groups.
- The University office tells the applicant that the request has been received. After checking with the person in charge of the physical resources, it tells the applicant whether the request is approved, refused or moved to another date, before the planned visit.

Safety, Safeguarding and Conduct

Staff in charge of physical resources arrange supervision, first aid and emergency contacts. Visitors follow instructions, stay in approved areas and protect property. Adults supervise children and check when they arrive and leave. Suitable access to physical resources is provided for persons with disabilities and older persons. Activities with a greater chance of injury need safety checks and accident insurance where possible. Staff may stop unsafe activity or remove a person causing immediate danger. Reasons for longer restrictions must be recorded.

Medical, legal-client and category information is kept private by the responsible department and shared only as needed for the service. Photographs, especially of children and patients, require permission.

Monitoring and Grievances

The University office keeps one register of requests and services used and in the future develop online mechanism. Every three months, it gives the Registrar a short summary of services, users by category, attendance, fees, free and reduced-fee services, cancellations, complaints and incidents. Staff in charge of physical resources deal with service and safety problems. Medical and legal-client information is reported only as totals, without personal details.

Staff responsible for physical resources accept brief feedback in Hindi or English. The Committee meets local residents and groups at least once a year to discuss services that need improvement and suggestions. It sends a yearly summary to the University approving authority and publishes it on the University website. Records are kept for the period required by University rules.

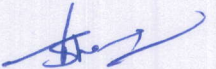
Users may complain to the person in charge of the physical resources or the University office, then to the Registrar if the problem is not resolved. Complaints about medical care follow the Hospital's procedure. Complaints about legal help go to the Legal Aid Cell and, where needed, the Legal Services Authority. The University publishes complaint contacts and the time allowed for a reply.



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Review and Amendment

The Committee reviews this Policy once in a three year, including physical resources, local areas served, fees, funds for free and reduced-fee services, safety, access for persons with disabilities and feedback. It may review the Policy earlier after an incident or a change in requirements, available staff or space. Changes need approval from the University approving authority.


Registrar
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TANTIA UNIVERSITY
Sri Ganganagar (Rajasthan)