



MAHATMA GANDHI UNIVERSITY



Mahatma Gandhi University
Priyadarsini Hills P. O.
Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

**MGU Policy Infrastructure
Augmentation**

MGU Policy Infrastructure Augmentation

Mahatma Gandhi University is committed to the safety of all on its campus. The purpose of this policy is to establish the responsibility of the various stakeholders toward this goal. This policy applies to teaching and all research activities. This includes uniform procedures to ensure safety standards for individuals who learn, teach or work in all University laboratories. This policy is applicable to all employees, students, visitors, and contract workers.

The policy is based on the following Directive Principles:

- i. **Safety:** Safety for all on the University campus is the primary concern. All activities, including research and teaching, must be conducted without compromising safety.
- ii. **Accountability:** Any person having access to any equipment or material housed on the University campus must take personal responsibility for his/her actions/omissions and ensure adherence to the highest standards of safety.
- iii. **Trust but also verify:** The University recognizes that for a diverse institute with several Schools, Centers, and Instrumentation Centers, a large variety of research being conducted, there is a diversity of hazards and attendant risks. The persons responsible for setting up the facilities and guiding the experiments, are expected to be aware of the hazards and risks and are entrusted with taking the necessary safety precautions.

1. Safety Committee

The Safety Committee consist of faculty, staff, and other personnel of the concerned School/Centre as per the relevant norms. The primary roles of this committee are to:

- a. review this policy from time to time and suggest modifications, if any, required.
- b. oversee activities with respect to the effective implementation of safety policies and advise them from time to time.

2. Safety Officer

Each School/Center shall have a designated Safety Officer, who must be an Employee from the cadre of faculty or scientific staff with sufficient authority. The Safety Officer will be nominated by the Head of the Department. The Safety Officer shall:

- a. be the primary point of contact at a Department/Centre, for safety.
- b. be responsible for identifying any unrecognized hazards in the department.
- c. maintain a list of Supervisors-in-charges for all laboratories, along with their emergency contacts.
- d. maintain records of the biannual safety audits required from each supervisor/in-charges. Also, the Safety Officer must compile the biannual self-audits into a report.
- e. conduct an investigation into any safety complaint received from users.
- f. generate and maintain records of Safety Incident Reports. A copy of these must be sent shared with the Department members.

- g. establish an Emergency Response Plan for the department as per the norms established by the Safety Committee. This may include fire prevention, fire alarms, emergency evacuation, assembly points, and emergency response.
- h. educate the department community about the Emergency Plan in a mandatory safety session and a surprise emergency drill, to be organized at least once every year.
- i. establish an emergency response team responsible for overseeing any emergency response.

3. Supervisor-in-Charge

All laboratories must have a supervisor in charge. Typically, this will be a faculty member, scientific officer, or senior project staff. The Supervisor-in-charge is entrusted with the safety and well-being of all users in their laboratory. The Supervisor-in-charge shall:

- a. be responsible for implementing the safety policies in their respective laboratories. Any exceptions sought must be approved by the Head of the Department.
- b. be responsible for arranging and implementing the safety policies prescribed by the University. This includes personal protective equipment; safety detectors; storage cabinets; fume hoods; gas cabinets; signage; first aid boxes; and fire exits, as and when appropriate.
- c. appoint a laboratory safety monitor. This could be a senior research student, project staff, or scientific/technical staff member.
- d. ensure a prominent display of the laboratory plan listing hazards and entry/exits.
- e. develop well-documented safety protocols for non-standard equipment/facilities and ensure all users are trained in such protocols.
- f. respond to any request for safety infrastructure or complaints made by the users in their laboratory.
- g. provide a structure to appropriately train users in their Laboratory to manage hazards in the Laboratory. The structure must be comprehensive and designed with a 'reasonable' user in mind.
- h. monitor the entry of personnel into their labs such that only people with appropriate safety training are exposed to lab hazards. Conversely, people who cannot have such training must be excluded from labs.
- i. conduct a biannual safety audit of their laboratories.

4. Users

All users shall:

- a. be personally responsible for their safety.
- b. follow the instructions prescribed by the concerned School/Centre.
- c. undergo training in laboratory protocols and emergency responses.
- d. understand potential hazards in their respective laboratories and act in a way to

minimize the risk associated with those hazards.

- e. not indulge in any activities that in their assessment can pose a threat to themselves or others on the campus.
- f. inform the Department **Safety Officer** of any coercion to violate safety norms. These reports will be kept confidential. In extreme cases, information will need to be provided to the Safety Committee.
- g. must strictly adhere to the safety practices and standard operating procedures established for the laboratories they work in. All users are expected to be trained and tested in these practices and procedures before starting work in the laboratory to which they are assigned, and must undergo retraining and testing at regular intervals. Serious violations might lead to the exclusion of the users from the laboratory for a specified period or indefinitely.

5. Consequences of Non-compliance

Any violation of this Safety Policy will be handled based on the severity of the violation like

- a. a time frame for remedial action
- b. ordering a temporary closure of the laboratory/facility until the violation remedied.

Lack of attention to sound safety practices can lead to loss of property, compromising years of painstaking research, serious injury and loss of life. The University, therefore, considers it the duty of all individuals to adhere to this Safety Policy.

All faculty, staff, and students of the institute are expected to have read and understood this Safety Policy, and to agree to work towards adopting a strong culture of safety.

Visitors, short-term and long-term users, such as foreign students, visiting faculty, collaborators, interns, employees of companies, and individuals who temporarily access facilities at the University under any arrangement need to acknowledge the safety policy as below.

I hereby acknowledge that I have read the *'Policy on Laboratory Safety'* and understand my responsibilities under this Policy.

Signature: _____

Name: _____

Department: _____

Purpose of Stay: _____

Date:

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

POLICY ON INFRASTRUCTURE AUGMENTATION

Mahatma Gandhi University views its infrastructure development as a strategic process that uses a healthy planning framework designed to deliver the University's strategic outcomes. This policy supports infrastructure developments in the premises of Mahatma Gandhi University, while adhering to the University's Mission and Vision.

The policy of the University is to rise and augment infrastructural facilities to cater to the growing needs in the teaching - learning process. Such an effort would bring the benefit of better value for funds, enhanced quality service and increasing efficiency. Establishing and maintaining a well developed infrastructure is very important for any institutions of higher learning. Mahatma Gandhi University is committed to create, develop, provide and maintain necessary infrastructure in all the domains. University is committed to provide all possible modern and essential amenities and infrastructure for all the stake holders.

University envisions to excel in the field of higher education and to cater to the scholastic and developmental needs of the individual through continuous creation of critical knowledge base for the society's sustained and inclusive growth. Hence the infrastructure policy of the University is to ensure the present requirements and future needs in terms of infrastructure. This is being achieved by establishing and maintaining not only good human resource but also by offering the best and commendable physical infrastructure for education and training. The policy envisages that self sufficient and modern infrastructure for education and training shall be created, maintained and upgraded periodically. The policy covers the domains such as General Infrastructure; Infrastructure for teaching, learning and evaluation; Infrastructure for research, consultancy and extension; IT Infrastructure; Hostel infrastructure etc.

University is committed to establish and further strengthen the infrastructure in the following aspects:

- i. IT infrastructure has now become an essential facility for Higher Education Institutions. This is due to the technology advancements and the role IT infrastructure has in facilitating teaching learning process. University is committed in maintain a reasonably good student computer ratio. University shall establish a fully functional IT Support Center with well qualified technical staff. University will be provided with Wi-Fi and 24 h internet connectivity. University shall establish and improve smart class rooms and other e-learning resources.
- ii. Library and internet facilities are remaining unquestionable resources of teaching and learning both for academics and research. Mahatma Gandhi University shall create a state of the art Library which provides facilities such as Digital Knowledge Centre, Audio-Visual Room, Air-conditioned Reading Hall, Reprographic and scanning Facilities etc.

Library shall be appropriately strengthened to have a separate section for Digital Library to facilitate the access of electronic databases subscribed by the institution. The University shall subscribe electronic databases apart from the journals available on Open Access platform.

- iii. University is already having good hostel facilities and looking forward to establish more hostel facilities for all the students who pursue various programmes on the campus. Facilities shall be made for the residential support for faculty members and research scholars as well. Separate hostel facilities shall be made in service for international students. Guest houses may also be established to make residential requirements of visitors, guests and others.
- iv. University shall ensure that there are facilities in place for campus community to perform physical exercises to keep their body and mind fit for activities. University is planning to establish swimming pool, gyms, indoor sports courts, outdoor sports courts, outdoor sports pitches etc.
- v. University is already having a health centre for giving immediate primary care for the University Community on any kind of health challenge. University shall establish a fully functional medical center with qualified doctors on service.