



PRAYASSHALA USAGE POLICY

General Usage Guideline

- Prayasshala facilities are open from 09:00 AM to 6:00 PM from Monday to Friday.
- In case of time extensions beyond the said timing prior approval needs to be taken from Team Prayasshala and Team VentureStudio.
- This extension will be granted case to case basis depending on need/exigency/nature of business.
- Smoking is strictly prohibited in Prayasshala.
- Food and beverages of any kind are prohibited in the equipment area at Prayasshala. (area where there is machinery).
- Anyone using the lab equipment needs to be in charge of their own safety hence should take due care and avoid any negligence.
- We recommend proper clothing as loose or baggy clothing can get caught in the equipment and hence should be avoided.
- We recommend closed-toe shoes to be worn at the fab lab.
- Users are expected to clean and organize their workstations after each use, keep all areas free of debris and return tools and supplies to the designated areas.
- Prayasshala is not responsible for loss of data due to hardware or software failure, loss of internet connectivity, etc.
- Users must backup their data files regularly.
- Use the internet responsibly. Do not download personal media content, large video files or other inappropriate content.
- Report all work injuries and illnesses immediately.
- Users are financially responsible for damage or loss of equipment or tools.



Equipment usage Guideline

- Users must get trained by the Prayasshala staff before using any equipment. They must read the Standard Operating Procedures carefully for safe and proper use of the equipment.
- The machines or equipment in the Prayasshala need to be used with prior online or offline booking before 24 hours.
- Prayasshala will not be liable for any accidents /incidents occurring out of ignorance about the machine's negligence or non-compliance to safety guidelines.
- Safety glasses and hearing protection are to be worn whenever operating any Lab equipment or in proximity of active equipment.
- Users must not attempt to repair or modify any equipment.
- Users are not permitted to bring/keep external equipment/instruments in the lab without prior permission from Prayasshala.
- In case something is wrong with the machine/equipment while working, stop the machine immediately and get assistance.
- Turn off machines and equipment before you even consider cleaning, un-jamming, oiling, adjusting, or moving them.

Usage of Consumables

- Users have to bring their consumables such as filament for 3d printer, MDF/Acrylic sheets, Wires, PCB and soldering wires, etc.
- Any of the above material if available and taken from Prayasshala then it will be charged at actual price.

Personal safety, Fire Precautions and training

- Follow fire safety and emergency evacuation guidelines strictly. Users must be a part of fire drills conducted by Ahmedabad University.
- Make sure there should be proper ventilation, if dealing with Welding and gas cutting equipment.
- Never fight a grease fire with water; water will splash the oil and spread the flames.
- Users should know the location and use of fire extinguishers, fire alarms, other emergency equipment and emergency exit.

Violation of rules, responsibilities and agreements set forth in these policies will result in disciplinary action.