



## DST PRAYAS SHALA USAGE POLICY

### General Usage Guideline

- Dst Prayas Shala facilities are open from 09:00 AM to 6:00 PM, Monday to Friday.
- Time extensions beyond official hours require prior approval from Team Dst Prayas Shala and Team VentureStudio. Approval is granted case-by-case depending on need or urgency.
- Smoking, food, and beverages are strictly prohibited in the equipment area.
- Users are solely responsible for their own safety and must exercise caution while operating equipment.
- Proper attire is mandatory. Loose clothing is discouraged, and closed-toe shoes must be worn.
- 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.
- Dst Prayas Shala is not liable for data loss due to hardware/software failure or network disruption.
- Users must regularly back up their data and avoid misuse of internet bandwidth.
- All injuries, accidents, or equipment malfunctions must be immediately reported to the staff.
- Users are financially responsible for any loss or damage to tools or equipment.
- Each individual user is only allowed to use a certain amount of storage space, which cannot be exceeded.

### Equipment usage Guideline

- **Booking Requirement:** All machines must be booked at least 24 hours in advance through the online or offline system.
- **Mandatory training** by Dst Prayas Shala staff is required before any equipment usage. Users must read the Standard Operating Procedures (SOPs) carefully.
- **Advance Payment Policy:** A minimum of **1 hour of equipment usage charges** must be paid in advance at the time of booking.



- Dst Prayas Shala 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 Dst Prayas Shala.
- In case something is wrong with the machine/equipment while working, stop the machine immediately and get assistance.

## Cancellation and Rescheduling Policy

- **No Refund Policy:** There will be **no refund** on cancellation of equipment bookings.
- **Rescheduling Opportunity:** If a booking is cancelled **after 24 hours** of confirmation, users will be allowed **one rescheduling opportunity** per booking.
- Failure to show up without prior notice will result in the booking being forfeited.

## Usage of Consumables

- Users have to bring their consumables such as filament for 3d printer, MDF/Acrylic sheets, Wires, PCB and soldering wires, etc.
- All fees are exclusive of consumable materials, which will be charged as per actual usage.

## 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.**