



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर National Institute of Fashion Technology, Gandhinagar

## Standard Operating Procedure (SOP) for functioning of Laboratories and Library at Gandhinagar Campus

Resource Center and laboratories at NIFT campuses are important constituents of academic deliverance. Recognizing the crucial role that the Resource Center and Laboratories play in fostering academic excellence and supporting student research and exploration, directions has been issued by NIFT – HO vide OM no: 1312 (679)/NIFT/HO/Admin/OM/2024 Dated 26.01.2024 it has been decided to explore the possibility for extending the operating hours for these facilities at campuses to provide students with increased access to essential resources and spaces necessary for their educational pursuits. The extended operating hours will help students manage their time better, especially during peak periods of assignment deadlines or exam preparations and also improve their participation in various design competition.

In this regard, this Standard Operation Procedure (SOP) is hereby formulated for smooth implementation of extended hours for Resource Center and Labs at NIFT Gandhinagar Campus. The arrangements as per the following guidelines shall be ensured scrupulously for the extended operating hours.

**The revised Operating Hours of Gandhinagar Campus will be as mentioned below:**

- **Normal Campus Hours:** 9.00 am to 5.30 pm for all academic, administrative purpose.
- **Extended Hours for Labs & Resource center for students:**  
Monday to Friday: 5.30 pm to 10.00 pm  
Saturday 9.00 am to 5.00 pm

The Sundays will be observed as holidays and facilities will be kept closed.

The above extended hour timings will be effective from 5<sup>th</sup> February 2024

### A. Access to the Campus:

1. All the students will be allowed to access Campus all week days till 10.00 pm which includes access of Resource Centre and Labs as per above mentioned timings and access of canteen facilities.
2. All students other than hosteller will leave campus premises by 10.15 pm every day.
3. All Hosteller students will report at hostel latest by 10.15 pm

4. Students will access Resource Center and Labs till extended hours under supervision of the Lab Assistant, Library Assistant, Library Trainee, Machine Mechanics and MTS.
5. A detailed roster of the staff will be prepared on shift basis and accordingly staff will remain available as per duty roster in the extended hours to assist students and take care of the machines, equipment etc.

**B. Lab Access:**

1. Labs will remain fully functional during the extended hours, allowing students to engage in practical work, explorative research and creative projects.
2. Technical support staff will be present to assist the students with any equipment as per the duty roster.
3. Labs of Department of Fashion Technology and Fashion Design Department (i.e. PM & GC Labs) will be commonly used by the students of both the departments on alternate basis as per duty roster. All other labs will remain open as per extended hours.

**C. Resource Center:**

1. All library resources, including books, journals, and online databases will remain accessible during the extended hours.
2. Library Assistant / staff / Head (RC) shall remain available as per duty roster to assist the students in locating resources and proper utilization.

**D. Security Measures:**

1. Labs where CCTV is not available will be covered by CCTV at the earliest meanwhile alternate arrangement of adequate rounds of security guards at the labs will be ensured.
2. In the extended time, security guards will be available at Resource Center and IT Labs.
3. Pathways of all Labs, departments, RC etc. will be kept well-lit and maintained all approaches and spaces for proper visibility during operating hours.

**E. Feedback:**

1. Students who are accessing facilities of Labs & RC will enter their details in register kept at these venue with in and out timings.
2. Based on above register, all the staff on duty as per roster at Labs & RC will submit the details of presence of students next day to the CCs / HODs of the

respective department. CCs / HoDs will then submit the same to the Joint Director Office.

3. In the extended time the facilities will be used exclusively for academic, research purpose. In case if student found using facilities for any other purpose which is not in the best interest, such acts are liable for disciplinary actions.

**F. Emergency Protocol:**

1. In case of any emergency during extended time, students may immediately report to the staff on duty at the Labs / RC OR Security Supervisor at main gate to address the issue.
2. Staff on duty may contact CCs of respective departments immediately in case if it is needed for immediate resolution of the matter.
3. For any administrative exigencies, Joint Director / Sr. Assistant Director may be contacted.

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