



Greenwich University

Policy Title:	Policy on the Use of University Resources
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Revision Number:	Change:	Date:
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QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Purpose

This policy is designed to serve the purpose of linking the local community with Greenwich University.

2. Scope

This policy includes all people working for Greenwich University, all people living in the immediate vicinity of the University premises, all the Alumni of the University, and their families.

3. Policy statement

(This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.)

Greenwich University firmly believes that the University facilities are for the community and should be open for the community. The University offers its services to all stakeholders:

Faculty

All faculty members are entitled to use the facilities at the University, such as gymnasium, auditorium, and front and back outdoor facilities.

Alumni

Greenwich University Alumni are entitled to use all these facilities along with their families.

Staff

Greenwich University firmly believes that support staff is the backbone of the university. Therefore, whether it is office boys, messengers, or photocopy operators, they are all entitled to use the University facilities and premises, as and when required upon approval from the Administration Office and the Office of the Registrar.

4. Definitions

- **Community:** A group of people living in the same place or having a particular characteristic in common.
- **Facility:** A place, amenity, or piece of equipment provided for a particular purpose.
- **Premises:** A house or building, together with its land and outbuildings, occupied by a business or considered in an official context.

5. Responsibilities

The Office of the Registrar, through the Administration Office is responsible for implementing this policy.

6. Policy Implementation Procedure

Any stakeholders who want to use the University's facilities, will follow the procedure given below:

- For activities which are open all the time, the faculty and alumni do not need any permission. Staff members will have to get permission through the Administration Office to use the same facilities.

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- For facilities/areas that require special arrangements, all parties must provide details in writing to the Office of the Registrar, which will assign the concerned coordinator to arrange the same.