

**Mewar University**  
**Gangrar, Chittorgarh. Rajasthan**

**Smart Classroom Utilization Policy**

For using the smart classroom the faculty, to teach the students, there are certain norms of Mewar University for smooth functioning.

Instructor requests for the smart classroom to the Departmental Head.

The departmental Head will submit the requests to the IT Head of Mewar University.

The instructor should be trained (Trained by the trainer).

IT Head will verify the instructor's smart classroom operating knowledge (trained)/Certification.

If yes, then IT Head will assign a smart classroom to the respective Departmental Head.

In case of any lacuna from the instructor's side, the IT Head will refer the instructor to a smart classroom trainer.

**SMARTCLASSROOMRESERVATION POLICIES**

**Usage Agreement**

By reserving and/or using the Smart Classroom, the requestor indicates that he/she has read and accepted the terms of this usage agreement.

**Requestor's Responsibilities:**

The requestor is responsible for the care of the room and its equipment and is expected to keep it in good condition.

In case of theft, negligence, or damage to the lab equipment, the requestor is financially responsible for replacement or repair costs.

The Smart Classroom can only be used during the requested time specified in the reservation.

The requestor is responsible for observing and enforcing the following rules while using the lab:

- The smart classrooms are available for educational activities only.
- Food or drinks are not allowed in the rooms.
- Students are not allowed in the room without an instructor present.
- Equipment or furnishing shall not be rearranged or taken out of the room.
- Instructor must turn off the smart board after use.

- Instructor must log off (shutdown) at the end of class.
- Instructor must ensure that no student remains in the room.
- Instructor must secure the room after use.

If any equipment in the room malfunctions or any assistance is needed, the request should contact IT support for immediate assistance.

The equipment in the room remains the property of the University and may not be taken outside the smart classroom.

### **Terms and Conditions**

I have read the Smart Classroom usage agreement and agree to abide by the terms and conditions herein. I acknowledge that the lab equipment remains the property of the University and cannot be taken outside the class. I understand that I am responsible for replacement or repair costs if the lab equipment is not returned in good working condition.

### **Smart Classroom Reservation Procedure:**

- Before usage of any Smart Classroom, faculty must become Smart Classroom Certified/trained (by taking a workshop offered by the IT department) to learn how to properly operate the Smart classroom technology.
- Faculty should justify the need for a Smart Classroom, and provide the intended outcomes.
- Faculty must use the Tech resource reservation system to request a Smart classroom.
- Faculty must make a reservation at least 3 hours in advance.
- Smart classroom reservations for the entire semester should be made through the departmental Head and done before the semester starts.
- Faculty must enforce the rules and regulations that are posted in the labs, and abide by the responsibilities listed in the usage agreement.

### **Software**

- Users have access to all the software provided by the College.
- Some software, such as Windows, may run with certain restrictions.
- It support will not install special use software without conclusive proof that a valid license agreement exists for the requested software package. It is the responsibility of the person

making the installation request to provide this proof and be responsible for any legal issues that may arise in connection with software installation or use.

- A minimum of fifteen (15) working days must be allowed to fulfill any special request.
- while every attempt will be made to accommodate reasonable special requests, IT support may not be able to honor last-minute emergency requests.

#### **SMART CLASSROOM PRIORITY USE SELECTION CRITERIA**

The instructor must provide a short description of how the course will utilize the functionality of the smart classroom to achieve the class objective.

The instructor should have used blackboard in the past.

The instructor must answer yes to at least one of the following activities:

- \* My course will use online videos in the classroom
- \* My course will use PowerPoint to augment teaching
- \* My course will utilize lecture capture
- \* My course will include real-time annotations of presentations

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)