



Protocol, Policies & Procedures

SMART CLASSROOM

University of Colombo

Usage Agreement

The requestor should read and accept the terms of this usage agreement to reserve and use the Smart Classroom of the University of Colombo.

Requestor's Responsibilities:

The requestor is expected to adhere strictly to the responsibilities enumerated below:

- The requestor is responsible for the care of the Smart Classroom and its equipment and is expected to keep it in good operational condition.
- In case of theft, negligence, or damage to the Smart Classroom equipment, the requestor is financially responsible for replacement/repair costs, in addition to the imposed average reservation fees and other penalties decided by the authorities at the time of inquiry.
- The Smart Classroom can only be used during the requested times specified in the reservation book.
- The requestor is responsible for observing and enforcing the following rules while using the Smart Classroom:
 - ✓ The Smart Classrooms are available **only** for educational purposes/activities.
 - ✓ Food or drinks are not allowed inside the Smart Classroom.
 - ✓ Students are not allowed into the Smart Classroom without an instructor being present.
 - ✓ Any equipment and furnishing shall **not** be re-arranged/taken out of the Smart Classroom.
 - ✓ Instructors must log off (not shut down) at the end of each class/session and inform the staff members in the Smart Classroom control room.
 - ✓ The instructor must ensure that no student is left out in the Smart Classroom after their session.
 - ✓ Instructors are responsible for securing the Smart Classroom for future generations.
- Robot and the Tab (N6 Huawei) will only be provided for the Programming Language Teaching sessions in the Smart Classroom.

- Staff members (Technical Officer, Library Information Assistant, and Library Attendant) assigned to the Smart Classroom will be present on site from the beginning to the end of every programme (throughout the scheduled period) in the Smart Classroom.
- If any equipment in the room is defective or malfunctioning and any assistance is needed, the requestor should contact Dr Neluka Karannagoda, Senior Assistant Librarian, at 0777143477 for immediate intervention.
- All the equipment in the Smart Classroom remains the property of the University of Colombo. Therefore, tampering with or displacing them will bring up serious liabilities.

Agreement of the Requester

I have read all the Smart Classroom Usage Agreement clauses and agree to abide by the terms and conditions herein. I acknowledge that the Smart Classroom equipment remains the property of the University of Colombo and cannot be taken outside the lab. I understand that I am responsible for replacement or repair costs if the equipment is damaged and not returned in good working condition, consciously or accidentally.

Signed by the requester:

Name of the requester:

Department:

Faculty:

Date:

Time:

SMART CLASSROOM RESERVATION PROCEDURES

Smart Classrooms

- Before using the Smart Classroom, the Lecturer/Resource Person must train to learn how to properly operate the Smart Classroom equipment.
- Faculty should justify using the Smart Classroom and provide the intended outcomes.
- Faculty must use the **Smart Room Reservation System** to reserve the Smart Classroom.
- Faculty must make their reservation at least three days in advance.
- Smart Classroom reservations for the entire semester should be made through the Head of the Department and prompted before the semester starts.
- Reservation Forms can be obtained from the Library Office, Main Library, University of Colombo. Reservation should be made at least three days before the scheduled session, and payment should be made before starting the session.
- No fee will be levied on undergraduates to use the Smart Classroom
- The Charges will be imposed for Postgraduate sessions, Staff Development Sessions, etc.
- If the programme is cancelled, it should be reported well in advance to the SAL/IT & System (Dr Karannagoda neluka@lib.cmb.ac.lk). The entire payment made for the weekend session will not be released if you cannot inform your programme cancellation at least one day before due to assigned staff for the sessions.

Faculty must enforce the rules and regulations visibly posted in the Smart Classroom and abide by the responsibilities listed in the usage agreement.

Payments:

	Half-day Session	Full day session
Rental Charges for weekday session	21,000.00	42,000.00
Rental Charges for weekend session	27,500.00	52,000.00

Librarian (Acting)

Date: 03.08.2022