



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-4

INFRASTRUCTURE AND LEARNING RESOURCES



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Document Name
Guidelines for Media Centre



ST. ALOYSIUS' COLLEGE (AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

Guidelines for Usage and Maintenance of Institutional Media Centre at St. Aloysius College (Autonomous), Jabalpur



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Purpose:

The Media Centre at St. Aloysius College, Jabalpur, is a dedicated facility designed to enrich the educational journey and foster a conducive environment for effective teaching and learning. The centre emphasizes the use of audio-visual aids to achieve its objectives. Specific guidelines have been put in place to guarantee the optimal and accountable use of the centre's resources and equipment, focusing solely on their application for educational purposes.

Objectives of the Media Centre

The primary objectives of the Media Centre at St. Aloysius College, Jabalpur, are:

- **Enhance the educational experience:** The centre aims to elevate the quality of education by incorporating audio-visual aids, making learning more engaging, interactive, and effective for students.
- **Facilitate effective teaching and learning:** By providing access to various audio-visual resources, the centre supports teachers in delivering lessons more efficiently and helps students better understand complex concepts.

Access and Usage:

- The Media Centre is exclusively available for academic purposes and should be used by faculty, staff, and students of St. Aloysius College, Jabalpur.
- Prior reservation of audio-video equipment or facilities is mandatory to avoid conflicts in usage and ensure availability.
- Using the Media Centre for non-educational or personal purposes is strictly prohibited.

Equipment Handling:

- Users should handle audio-video equipment with utmost care and follow the operating instructions provided by the centre.
- All borrowed equipment must be returned in proper working condition, and any damages or malfunctions should be immediately reported to the AV Media Centre personnel.
- Users are responsible for the safe and appropriate use of the equipment and will be held accountable for any misuse or damage.

Content Creation and Copyright:



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- Users are encouraged to create original educational multimedia content for academic purposes only.
- Strict adherence to copyright laws is mandatory. Obtain necessary permissions when using copyrighted material in presentations or recordings.
- Any content created using the Media Centre's resources should be used solely for educational purposes within St. Aloysius College, Jabalpur.

Recording and Filming:

- Any audio or video recordings within the Media Centre premises require prior authorization from the designated authority.
- Filming for commercial purposes, personal gain, or activities outside the scope of education is strictly prohibited.
- Recorded content should be used only for internal educational purposes and not publicly shared without proper permission.

Hygiene and Cleanliness:

- Maintain the highest standards of cleanliness in the Media Centre. Strictly refrain from consuming food or beverages near audio-video equipment.
- Report any spillage or damage to equipment to the Media Centre personnel immediately.
- Users are responsible for leaving the centre clean and tidy after use.

Security and Safety:

- Do not leave personal belongings unattended in the Media Centre. The institution is not responsible for any loss or damage to personal items.
- In case of emergency or technical issues, inform the Media Centre personnel immediately and follow their instructions.
- Adhere to all safety guidelines and emergency protocols while using the centre's facilities.

Return and Storage of Equipment:

- All borrowed equipment must be returned promptly after use to the designated Media Centre location within the specified time frame.
- Ensure proper equipment storage in designated areas after use, following the guidelines provided by the centre.
- Any delay in returning equipment or improper storage may result in disciplinary action or restricted access to the centre's resources.



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Training and Support:

- The Media Centre offers regular training sessions on equipment usage and multimedia content creation for educational purposes. Users are strongly encouraged to attend these sessions to utilize their resources better.
- Contact the designated Media Centre personnel for technical support or assistance during working hours.
- Users must familiarize themselves with the equipment and software before use and seek assistance if required.

Compliance with Institutional Policies:

- Users must strictly adhere to St. Aloysius College, Jabalpur's policies and guidelines while using the Media Centre facilities. Any violation may lead to disciplinary action.

Monitoring and Evaluation:

- The usage of the AV Media Centre will be regularly monitored to ensure compliance with the guidelines and effective utilization of resources for educational purposes.
- User feedback and suggestions will be collected periodically to improve the centre's services and facilities.

Reporting Issues:

- Any suggestions, feedback, or concerns regarding the AV Media Centre's operations or equipment should promptly be communicated to the designated Media Centre personnel or the relevant authority.