



GOVT. HOLKAR (MODEL AUTONOMOUS) SCIENCE COLLEGE, INDORE

GUIDELINES FOR AUDIO-VIDEO MEDIA CENTER



**1st Floor,
Heritage Administrative Block**

Guidelines for Usage and Maintenance of Institutional Audio-visual Media Centre at Govt. Holkar (Model, Autonomous) Science College, Indore

Purpose:

The institutional Audio-visual Media Centre at Govt. Holkar (Model, Autonomous) Science College, Indore is established to enhance the educational experience and facilitate effective teaching and learning through the use of audio-visual aids. These guidelines aim to ensure the efficient and responsible utilization of the AV Media Centre's resources and equipment.

Access and Usage:

- a. The AV Media Centre is primarily available for academic purposes and should be used by faculty, staff, and students of the institution.
- b. Prior reservation of AV equipment or facilities is recommended to avoid conflicts in usage.
- c. The Centre may also be used for conducting seminars, workshops, and educational events after obtaining permission from the designated authority.

Equipment Handling:

- a. Users should handle AV equipment with care and follow the operating instructions provided by the Centre.
- b. 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.

Content Creation and Copyright:

- a. Users are encouraged to create original educational multimedia content for academic purposes.
- b. Respect copyright laws and obtain necessary permissions when using copyrighted material in presentations or recordings.

Recording and Filming:

- a. Any audio or video recordings within the AV Media Centre premises require prior authorization.
- b. Filming for commercial purposes or outside the scope of educational activities is strictly prohibited.

Hygiene and Cleanliness:

- a. Maintain cleanliness in the AV Media Centre. Refrain from consuming food or beverages near AV equipment.
- b. Report any spillage or damage to equipment to the AV Media Centre personnel.

Security and Safety:

- a. Do not leave personal belongings unattended in the AV Media Centre.
- b. In case of emergency or technical issues, inform the AV Media Centre personnel immediately.

Return and Storage of Equipment:

- a. All borrowed equipment must be returned promptly after use to the designated AV Media Centre location.
- b. Ensure proper storage of AV equipment in designated areas after use.

Training and Support:

- a. The AV Media Centre offers training sessions on equipment usage and multimedia content creation. Users are encouraged to attend these sessions for better utilization of resources.
- b. For technical support or assistance, contact the AV Media Centre personnel during working hours.

Compliance with Institutional Policies:

Users must adhere to the institution's policies and guidelines while using the AV Media Centre facilities.

Reporting Issues:

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

These guidelines aim to foster a conducive environment for utilizing the AV Media Centre effectively and responsibly. Users are expected to comply with these guidelines to ensure the smooth functioning and longevity of the Centre's resources.

Dr. Suresh T. Silawat

Principal

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