



College with excellence at par

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Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati, 413102

(Autonomous Institute)

Religious Minority Institute

NAAC Reaccredited 'A+' CGPA 3.55

● ISO - 9001 - 2015 Certified

● Green Audit Certified

● Best College Awardee-SPPU

● DST FIST 'O' Level

● UGC - CPE Status

● Best Principal Awardee-SPPU

● DBT - Star College Scheme

● UGC - B. Voc. Programme

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Policy for Media Center Utilization

1. Introduction

Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati, recognizes the transformative role of digital media in advancing educational and outreach initiatives. With the convergence of technology, the college is committed to promote the development of high-quality e-learning materials, documentaries, and promotional content that align with its academic and institutional goals. To harness the potential of these technologies, a clear policy for the utilization of the college's Media Center is essential for guiding stakeholders in effectively creating and utilizing digital content.

This policy serves as a framework for faculty, students, and external collaborators to access and use state-of-the-art media production facilities. It aims to ensure that the resources of the Media Center are utilized efficiently while maintaining professional standards, safeguarding intellectual property, and fostering an environment of learning and innovation. Through this initiative, the college aims to enhance educational quality, increase outreach, and strengthen its role in the digital content ecosystem.

2. Objectives

- ❖ To promote the creation of high-quality e-learning materials, documentaries, and promotional content that aligns with the academic and outreach goals of Tuljaram Chaturchand College.
- ❖ To provide faculty and students with access to state-of-the-art equipment and facilities for media production and post-production.

3. Eligibility and Access

- ❖ **Faculty:** All teaching faculty members are eligible to use the studio for developing e-learning content, lectures, and research-based documentaries.
- ❖ **Students:** Students enrolled in courses related to media, journalism, mass communication, or other disciplines requiring media projects may access the studio under faculty supervision.
- ❖ **External Collaborators:** External experts or partners involved in institutional projects may use the facilities with prior approval from the college administration.



4. Roles and Responsibilities

- ❖ **Faculty Members:** Responsible for preparing content, conducting lectures, and reviewing final outputs.
- ❖ **Students (Dept. of Media and Communication Studies):** Will handle all technical support, including recording, mixing, and editing. This will provide practical experience and ensure professional-level production.
- ❖ **Technical Supervisors:** Faculty from the Department of Media and Communication Studies will oversee the technical operations to ensure that the students are handling the equipment correctly and efficiently.

5. Booking and Scheduling

- ❖ **Advance Booking:** All usage must be pre-booked through the official studio booking system, at least **7 days in advance**.
- ❖ **Usage Hours:** The studio will be available from **9:00 am. to 6:00 pm.**, Monday to Saturday.
- ❖ **Priority Usage:** Priority will be given to projects directly related to curriculum development, research dissemination, or institutional promotion.

6. Equipment and Facility Use

- ❖ **Training Requirement:** All users must undergo an orientation session to familiarize themselves with the equipment, safety protocols, and software.
- ❖ **Equipment Handling:** Users are responsible for handling all studio equipment with care. Any damages or malfunctions must be reported immediately.
- ❖ **Software Use:** The post-production studio is equipped with licensed editing software. Users are prohibited from installing any unauthorized software.
- ❖ **Data Storage:** Users must bring their own external storage devices for media storage. The studio will not store personal projects indefinitely.

7. Supervision and Assistance

- ❖ **Technical Assistance:** A studio technician will be available to assist with equipment setup, troubleshooting, and operation. However, users should plan their projects to be as independent as possible.
- ❖ **Faculty Supervision:** Students are required to have their faculty member's approval and supervision during the use of the studio for academic projects.

8. Content Approval

- ❖ **Educational Content:** All e-content developed in the studio must align with the college's educational standards and goals. Content should be reviewed by the concerned faculty or department head before publication.
- ❖ **Promotional Content:** Any content intended for external audiences, including promotional videos or documentaries, must receive approval from the college authority.



9. Intellectual Property and Copyright

- ❖ **Ownership:** All content produced using college resources remains the intellectual property of Tuljaram Chaturchand College unless otherwise agreed upon in writing.
- ❖ **Copyright Clearance:** Users must ensure that all third-party media (music, images, and video) used in their projects have the appropriate licenses or permissions.

10. Code of Conduct

- ❖ **Professionalism:** All users are expected to maintain a professional environment in the studio. Any misuse of equipment or violation of policy will result in restricted access.
- ❖ **Health and Safety:** Safety protocols, including the proper use of electrical equipment, lighting, and fire safety procedures, must be followed at all times.



A handwritten signature in blue ink, appearing to be "S.H.", written over a horizontal line.

IQAC
Tuljaram Chaturchand College
Baramati

A handwritten signature in blue ink, appearing to be "Kula", written over a horizontal line.

Principal
Tuljaram Chaturchand College
Baramati