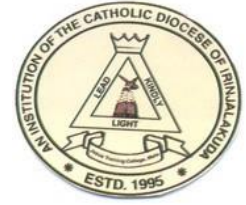


# RESOURCE UTILIZATION POLICY

## JESUS TRAINING COLLEGE, MALA

An ISO 9001: 2015 certified Institution

Affiliated to University of Calicut, Recognized by NCTE



## **POLICY AND PROCEDURE FOR CLASSROOM AND SEMINAR HALLS USAGE.**

**In Charge: Concerned Teachers**

### **Access Requirement**

- Student ID card is compulsory for entry into classrooms.

### **Responsibility for Damages**

- Students are responsible for any damage to objects, electronic equipment, and furniture within the classroom.

### **Key Management**

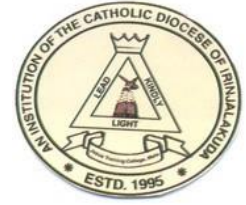
- Respective optional leaders are responsible for keeping the shelf keys and returning them to the optional teacher after college hours.

### **Respect and Behaviour**

- Treat others and their property with respect at all times.  
Listen to the optional teacher and follow their directions.

### **Seeking Help**

- Students should ask for help when needed.



## **POLICY AND PROCEDURE FOR INTERACTIVE SMART-BOARD USAGE**

**In Charge: Concerned Teachers**

### **Power Management**

- Pull out the power plug if the panel board will not be used for an extended period.
- Before shutting down, disconnect all external devices.

### **Maintenance**

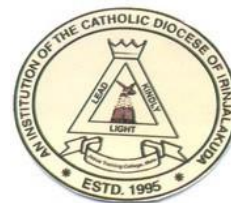
- Regularly clean dust and metal on the power plug, ensuring the board is powered off during cleaning.

### **Prohibited Actions**

- Do not place containers for liquids or any items on top of the panel board.
- Do not install third-party applications without permission.

### **Shutdown Procedure**

- Properly shut down the interactive flat panel board after each use.



## **POLICY AND PROCEDURE FOR LABORATORY USAGE**

**In Charge: Concerned Teachers**

### **Access and Supervision**

- No students allowed without an instructor; visitors are not permitted.

### **Experiment Approval**

- All experiments must be approved by the instructor following safety guidelines.
- Unauthorized equipment use is prohibited.

### **Equipment Handling**

- Prohibit replacing, swapping, or moving equipment for non-lab purposes.

### **Attire Requirement**

- Students must wear closed-toe shoes in the laboratory.

### **Safety and Reporting**

- Report unsafe conditions, unusual odors, or injuries immediately to the instructor.

### **Damage Responsibility**

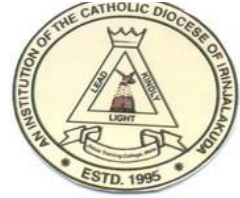
- Students are liable for any equipment damage and must cover costs.

### **Behaviour Expectations**

- Maintain silence unless permitted otherwise by the instructor.

### **Consequences**

- Non-compliance with safety rules may result in laboratory suspension.



## **POLICY AND PROCEDURE FOR LIBRARY USAGE**

### **In Charge: Librarian**

### **Access Requirement**

- Students must present a valid ID card and record entry in the IN and OUT register.

### **Book Borrowing**

- Borrowers must not exchange library books among themselves.

### **Book Care**

- Borrowers are responsible for the care of books and their timely return.

### **Reference Section**

- Books from the Reference section are for consultation only, not for lending.

### **Fines and Return Policy**

- Two books may be borrowed at a time.
- Books must be returned within two weeks; overdue fines apply.

### **Behaviour**

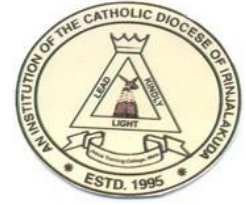
- Maintain total silence; no group discussions are permitted.

### **Visitor Policy**

- No visitors allowed without explicit permission from the principal.

### **Rule Review**

- Library rules are subject to periodic review by the library committee.



## **POLICY AND PROCEDURE FOR PSYCHOLOGY LAB USAGE**

**In Charge: Asst. Prof. in General Education**

### **Discipline**

- Maintain discipline while working in the lab.

### **Access Requirement**

- Student ID card is compulsory for lab entry.

### **Responsibility for Damages**

- Students are liable for any damage to lab objects, tools, and furniture.

### **Test Access**

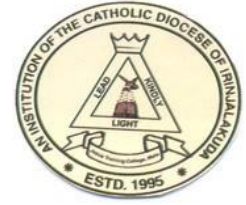
- No access to tests without prior permission from the teacher in charge.

### **Timely Return**

- Promptly return test items to avoid inconvenience.

### **Prohibited Actions**

- Do not replace test equipment without authorization.



## **POLICY FOR USE OF COLLEGE STUDIO EQUIPMENT**

**In Charge: Concerned Teacher**

### **Access and Supervision**

- Access to the college studio and its equipment is permitted only under the supervision of authorized personnel. Students and visitors must obtain permission from the studio manager or designated instructor before using any equipment.

### **Approved Use**

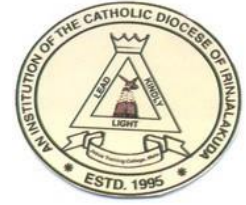
- All use of graphic laptops, microphones, cameras, stands, and ring lights must be approved for specific educational or authorized purposes. Any non-approved use is strictly prohibited.

### **Equipment Handling and Care**

- Users must handle equipment with care and follow operational guidelines provided by the studio manager or instructor. Any unauthorized handling, modification, or relocation of equipment is prohibited.

### **Reporting Issues**

Any equipment malfunction, damage, or safety concern must be reported immediately to the studio manager or instructor on duty.



## **Responsibility for Damage**

- Users are responsible for any damage caused to studio equipment due to negligence or misuse. Repair or replacement costs will be charged to the responsible individual or group.

## **Studio Etiquette**

- Quiet behaviour is expected inside the studio to maintain a conducive working environment. Conversations should be kept to a minimum, and users should respect others' need for concentration.

## **Enforcement and Consequences**

- Failure to comply with these policies may result in suspension of studio access privileges. Repeat offenses may lead to further disciplinary action as per college regulations.