

## Appendix D-14: Information on Professional Teaching and Office Spaces

(1)The number and functions of classrooms meet teaching needs

The classrooms used for undergraduate teaching in the Supply and Drainage Science and Engineering program at Hunan City University are mainly distributed across Building One, Building Two, Building Three, the City Measurement Building, etc. There are a total of 445 classrooms of various types, including 211 multimedia classrooms (which includes 4 online classrooms), 5 smart classrooms, 196 specialized classrooms, and 29 computer labs. (The overall distribution of classrooms in each building is shown in TableD-12-1), multimedia classrooms are equipped with multimedia cabinets (desktop computers, projectors, recording decks, microphones, power amplifiers, central control systems, external USB interfaces, laptop interfaces, card readers), sound systems, projectors, podiums, blackboards, etc. Multimedia, online classrooms, and language classrooms can meet the teaching needs of the Supply and Drainage Science and Engineering program, providing classrooms that meet professional design requirements for students' course design and graduation projects. The school's multifunctional academic lecture hall, student activity center, concert hall, library, and campus network are advanced, fully functional, resource-sharing, and have a high usage rate. Daily maintenance and use of classrooms are managed by the Network Information Management Center and the Academic Affairs Office, and each college can apply for use based on teaching needs. These teaching facilities fully meet the needs of teaching activities. In addition, the college has specifically arranged early reading and evening study classrooms for first and second-year students, which play an important role in cultivating students' study habits and promoting the formation of class collective awareness. The number and functions of the classrooms can meet the teaching needs of students in this program.

**TableD-12-1 Distribution of Undergraduate Teaching Classrooms**

| Teaching venue      | Multimedia classroom |                 | Smart Classroom |                 | Specialized classroom |                 | computer room |                 |
|---------------------|----------------------|-----------------|-----------------|-----------------|-----------------------|-----------------|---------------|-----------------|
|                     | number               | Number of seats | number          | Number of seats | number                | Number of seats | number        | Number of seats |
| A teaching building | 28                   | 4784            | -               | -               | -                     | -               | -             | -               |
| Building Two        | 78                   | 5536            | -               | -               | 1                     | 45              | -             | -               |
| Building Three      | 19                   | 1010            | 5               | 184             | 1                     | 46              | 2             | 123             |

|   |     |       |   |     |     |      |    |      |
|---|-----|-------|---|-----|-----|------|----|------|
| City<br>Measureme<br>nt Building                      | 7   | 586   | - | -   | 8   | 375  | 4  | 226  |
| Innovation<br>and<br>Entrepreneu<br>rship<br>Building | -   | -     | - | -   | 16  | 894  | -  | -    |
| Training<br>Building                                  | -   | -     | - | -   | 4   | 400  | 13 | 952  |
| Civil<br>Engineering<br>Building                      | 35  | 2891  | - | -   | 14  | 760  | 2  | 150  |
| Administrat<br>ion<br>Building                        | 23  | 2144  | - | -   | 12  | 471  | 2  | 120  |
| Jian Gui<br>Building                                  | 2   | 240   | - | -   | 40  | 1400 | 1  | 80   |
| Mei Yi<br>Building                                    | 9   | 390   |   |     | 63  | 2430 | 5  | 170  |
| Music<br>Building                                     | 6   | 488   |   |     | 37  | 296  |    |      |
| Total   | 211 | 18277 | 5 | 184 | 196 | 7117 | 29 | 1821 |

(2)Classroom management and maintenance systems are improved for the convenience of students.

The school has established the Management System for Multimedia Classrooms at Hunan City University and the "Responsibilities of Teachers in Multimedia Classrooms" and "Responsibilities of Multimedia Classroom Administrators", and has introduced a smart campus platform to regulate the borrowing and use of classrooms. This initiative aims to maintain normal teaching order, improve classroom utilization, provide students with a good learning environment, and ensure the smooth progress of teaching work.

According to regulations, all public classrooms in the school are uniformly managed and scheduled by the Academic Affairs Office, while other specialized classrooms are managed by the corresponding teaching units. If teachers and students encounter problems while using the classrooms, they can directly report to the Academic Affairs Office, which will then report to the relevant departments and seek solutions. Through this management mechanism, the school can more efficiently resolve various issues related to classroom usage, ensuring the smooth progress of teaching work.

The maintenance and cleaning of the classroom's water, electricity, and carpentry work are the responsibility of the school's logistics service center. The maintenance and installation of fire safety facilities are handled by the school's security office. In addition, the maintenance and supplementation of teaching facilities in the classroom are also the responsibility of the logistics service center. All funding will be allocated by the school. During the use of the classroom, if any faults are found, teachers and students can directly report repairs through the Hunan City University logistics service public account, and the logistics service center will carry out maintenance in a timely manner.

In order to ensure a good state of the teaching environment, relevant departments will conduct 1-3 regular comprehensive inspections of classrooms and their facilities at least once each semester, and will also carry out irregular inspections from time to time. Apart from the classrooms scheduled for use according to the teaching timetable, each college may, based on actual circumstances, apply to the Academic Affairs Office through the Hunan City University Smart Campus app or the university portal to use multimedia classrooms for unscheduled classes, lectures, and student group activities. All classroom borrowing must not interfere with class time or evening self-study hours and should not disrupt normal teaching order.